

many old "pink"
and "blue" applications
(small) contained
herein.

40

INTRODUCTION
AND
GENERAL PROCEDURE

SECTION MANUAL
EXAMINING SECTION OF THE COPYRIGHT OFFICE
THE LIBRARY OF CONGRESS

1. EXAMINING SECTION:

Chief

Assistant Chief

Seventeen Examiners

Examiners of Classes A, C, D, E, F, G, H, I, J, K and R (music with new matter) - under the supervision of the Chief of Examining Section

Examiners of Periodicals - [under the supervision of the Chief of the Deposit Section]

Examiner of Motion Pictures - [under the supervision of the Chief of the Deposit Section]

Examiner of Renewals - [under the supervision of the Senior Attorney]

Examiner of Prints and Labels - [Independent]

2. The Examining Section is the only fact-finding body which passes upon applications for registration of copyright. Its functions are:

(a) To examine copies, applications and affidavits with the purpose of determining whether the applicant has provided all the data necessary to recordation of the claim in the certificate of registration and in the Catalogue of Copyright Entries.

(b) To write memoranda for the correspondence when the application cannot be acted upon.

(c) To review correspondence upon its resubmission to the examiner to determine whether all requirements have been met; whether all informalities in the application have been removed; and whether all inquiries have been answered.

3. The Examining Section is divided into the following groups (not considered subsections):

First: BOOKS

- (a) Books first published in the United States
- (b) Pamphlets, leaflets, loose-leaf deposits
- (c) Pamphlets, etc.; books by foreign authors in a foreign language published abroad; contributions to periodicals or newspapers
- (d) Pamphlets, etc.; books published abroad in the English language

Second: Lectures and Addressees for Oral Delivery; Published and Unpublished Dramatic Compositions

Third: Music, Domestic and Foreign, Published and Unpublished.

Fourth: Maps, Works of Art in their expression as Paintings, Drawings, Sculpture or Models or Designs for Works of Art; Drawings or Plastic Works of a Scientific Character; Photographs; Prints and Pictorial Illustrations
Fifth: Renewals for Music (with new matter) for comparison with original copies

Sub-sections:

Periodical (under the supervision of the Chief of the Deposit Section)

Motion Picture (under the supervision of the Chief of the Deposit Section)

Renewal (under the supervision of the Senior Attorney)

Prints and Labels - Independent

4. Applications for registration:

A American Edition of Ad Interim Book

A-1 Book now first published in the United States

A-2 Reissued book published in the United States

A-6 Serial published (with new matter) in book form

A-5 Book by a foreign author in a foreign language published abroad

A-4 Book in English language first published abroad

A-5 Contribution to a newspaper or periodical

B-1 Periodical published in the United States (Cash)

B-2 Newspaper or periodical (Deposit Account)

C Lecture, sermon, or address prepared for oral delivery

D-1 Published dramatic composition

D-1 (for.) Dramatic composition published abroad

D-2 Dramatic composition not reproduced for sale

D-3 Dramatico-musical composition published in the U. S.

D-3 (blue) Foreign published dramatico-musical composition

E Musical composition published in the United States

E (blue) Foreign published musical composition

E-1 Republished musical composition with new copyright matter

E-1 (blue) Musical composition published abroad with new copyright matter

E-2 Musical composition not reproduced for sale

E-3 Unpublished musical composition with new copyright matter

F Published Map

G Design for a work of art

G-1 Work of Art reproduced in copies for sale

G-2 Work of art (painting, drawing or sculpture); or model or design for a work of art, not reproduced in copies for sale

H Reproduction of a work of art
H (for.) Reproduction of a work of art published abroad
I-1 Published drawing or plastic work of a scientific or technical character
I-2 Unpublished drawing or plastic work of a scientific or technical character
J-1 Photograph reproduced in copies for sale
J-2 Photograph not reproduced for sale
K Print or pictorial illustration published in the U. S.
K (blue) Foreign published print or pictorial illustration
KK Print or label used for article of merchandise
L-1 Motion picture photoplay reproduced for sale
L-2 Motion picture photoplay not reproduced for sale
M-1 Motion picture other than a photoplay reproduced for sale
M-2 Motion picture not a photoplay and not reproduced for sale
R Application for renewal of a copyright subsisting in any work
RR Application for renewal of a copyright subsisting in a print or label used for an article of merchandise

Unfinished Business (Correspondence) Envelopes

Master Cards Domestic History Cards (Green)

Cash Slips Foreign History Cards (Yellow)

Excess Fee Sheets Circular 53, Circular 54

Samples Herewith

5. No files or permanent records are actually maintained in the Examining Section, but all Office files are used in effecting the functions of the Section; namely:

Correspondence Files:

- (a) Master Index
- (b) Miscellaneous Files
- (c) Unfinished Business
- (d) Index to Copyright Entries

6. SUMMARY OF THE ROUTINE WORK OF THE EXAMINING SECTION

Material received and order of handling:

Cash:

U.B. (Unfinished Business): Cash material

Deposit Account

U.B. (Unfinished Business): Correspondence

No fee - Sample copies with letters requesting information

Supply letters (referring to ABP - mostly "G" material)

A. Cash material:

Current applications and copies received with fees, scheduled and supplied with current date by the Supervisor of the Schedule Unit, are received in the Examining Section after the Chief of the Deposit Section has made all necessary connections. Upon its receipt this material is distributed among the Examiners who pass all material found to be in order, the rest being held for correspondence. Upon being notified by the Chief of the Deposit Section that the date is closed, the Examiners note the time when the last entry was examined, this time being noted by the Special Assistant to the Register of Copyrights.

B. Duties of an Examiner:

To examine the copies, application and affidavit with the purpose of determining whether the author or proprietor has complied with all of the provisions of the Copyright Act of March 4, 1909 and its amendments. The provisions requiring the consideration of the Examiner are:

Number, character and origin of copies, i.e., whether the work is published or unpublished; whether it belongs in any of the classifications provided by law; whether the correct class has been selected; and, if the work is a "book", whether the conditions of the section relating to American manufacture have been met.

Adequate notice and its position in the copy.

Whether a copy or copies of the best edition have been deposited.

Whether it has been deposited promptly.

Whether, in the case of an alien author, he is a citizen or subject of a nation having copyright relations with the United States; or, if he is not, whether he is domiciled in the United States.

To examine the copy and application with the purpose of determining whether the applicant has provided all data necessary to recordation of the claim. The data necessary to such recordation is, in brief:

The legal name of the owner and adequate address.

The name of the author, composer, or artist, and his citizenship.

A title sufficient for identification of the deposit.

Date of publication in the case of published works.

A comprehensive statement to establish the new matter claimed in a work previously published or copyrighted or both.

An identifying description if the deposit is an instalment or portion of a larger work, a work or art, a musical arrangement etc.,

To write memoranda for correspondence when the application cannot be acted upon; and to review such correspondence upon its resubmission to determine final action or further correspondence.

C. Upon finding that material assigned to them meets the requirements of entry, they will stamp on the face of the application:

- (a) the date of receipt of copy or copies
- (b) the date of receipt of adequate affidavit
- (c) number of entries and amount of cash used to be noted on Master Card.

When a single fee has been deposited for material to be entered in two or more classes, or in the same class (published and unpublished), the Master Card will be passed to the Deposit Section with the material in one of the classes, published or unpublished, and a separate "blue" Cash Slip will be made for each of the other classes, published or unpublished material, showing, in each case, the disposition of the material in all of the classes. The application, copies, Master Card, and "blue" Cash Slip when required, will thereupon be sent to the Deposit Section. (If one or more of several entries, received in the same cash number, are held, the titles on the Master Card are underscored with "blue" pencil and informalities noted in a space at the bottom. This is passed with entries to be numbered.) When all U.B. envelopes have been written up, these Master Cards are then passed to the Deposit Section. The "Deposit Account" material passed for entry will be placed on the "U.B. Completed" shelf. Both will be sent to the Deposit Section.

D. Upon finding that the material assigned to them does NOT meet the requirements for entry, they will (a) place application with deposits (if size of deposits permits their insertion) in a U.B. envelope and, (b) note on the envelope the alphabetical symbol of the class of material examined, the title of the deposit, the Cash number, date and amount received, the name and address of the remitter, the informality or informalities which have developed, full name of Examiner and date of examination. Upon completion of these notations, the material in or attached to the U.B. envelope, as the case may be, will be sent to the Correspondence Section.

Unfinished Business (Cash Material) Not Passed for Entry:
This case shall be handled precisely as that noted above.

Deposit Account Material Not Passed for Entry as well as NO FEE material: These will be handled in same manner except the U.B. envelopes will bear respective stamps "Deposit Account" and "NO FEE", there being no Cash Number and date.

Faulty Remittance Cases: The Examiner to whom such case is assigned will examine the case on its merits, noting such informalities as may exist, in addition to the faulty remittance, on the U.B. envelope received from the Deposit Section.

Corrective Entries: Material in the first instance to be forwarded to the "chief" of the Examining Section to gather all factual data for the consideration of the Board. A U.B. envelope will be made in accordance with above instructions (No. 6, D), giving however the original class number in lieu of a Cash Number or Deposit Account stamp.

If a corrective entry is approved by the Revisory Board, the Office requests a new copy or copies, accompanied by appropriate application and fee, and the return of the original certificate. Upon receipt of this material, cross reference is made on both the original and new copies, and original and new applications. All the material is then sent to the Deposit Section.

Cancellations: In the case of duplicate registrations or other irregularities necessitating the cancellation of an entry, the following procedure is followed:

U.B. envelope is made in accordance with instructions noted above (No. 6 D). Informality as follows: (Class number) duplicate of (Class number), i.e., A 143641 duplicate of A 142531.

Cancellation procedure is then as follows:

Referred to:

1. To Assistant Register for cancellation approval
2. To the Deposit Section (Mr. Phillips)
3. To Accounting Section for fee to substitute entry.
4. To Mr. Lyons to stamp number on substitute entry.
5. To Index Section (Mrs. Myers)
6. To Record Section (Mr. Nesbit)
7. To Correspondence Section for letter
8. To Mr. Cox for refund check. (If any)
9. To Mail Dispatch Unit.

Supply letters are referred to this section by the Mail Section. These are requests for appropriate application forms and oftentimes information.

Any question which any member of the Examining Section feels should be made the subject of consultation is referred to the Chief of the Examining Section. Any question which the Chief of the Examining Section may consider to be proper subject for further consultation will be taken up direct with the Revisory Board.

"A"

BOOKS

REQUIREMENTS FOR THE COPYRIGHT REGISTRATION OF

BOOKS

Generally, all printed literary works (except dramatic compositions)
This term includes the following:

Composite and cyclopedic works

Directories

Gazetteers

Pamphlets

Leaflets

Catalogues

Charts (tabulated forms of information)

Descriptions of motion pictures or spectacles

Circulars of folders-

containing information in the form of reading matter

Cards and single sheets containing substantial text

Words of a song (when printed and published without music)

Lectures (when printed and published)

Single poems

The term "book" cannot be applied to

A. A single sheet containing pictorial matter advertising a product. See section "Copies"

B. Blank books for use in business or in carrying out any system of transacting affairs such as:

*Record books

*Account books

*Memorandum books

*Blank diaries or journals

Bank deposit and check books

Forms of contracts or leases which do not contain original copyrightable matter

*Coupons

Forms for use in commercial, legal or financial transactions, which are wholly or partly blank and whose value lies in their usefulness

* Registrable if deposits contain original copyrightable matter such as a Preface, Introduction, Foreword or Instructions. Applications may be accepted without limitation to the text matter only.

NOTE:

Slide rule, revolving disk and like devices or other 'instruments or tools of any kind' are not registrable as such. (See further explanation under INFORMALITIES PREVENTING COPYRIGHT REGISTRATION AND EXCEPTIONS)

Copyright Notice

Form: A copyright notice appearing on or in a "book" must contain all three of the following elements:

- a. the word "Copyright" or the abbreviation "Copr."
- b. year date of publication
- c. name of copyright owner

Sample: Copyright 1944 by Florence A. Morgan

Location: The copyright notice shall be applied in the case of a book or other printed publication upon the following:

- a. title-page
- b. page immediately following

NOTE:

For further information see Sections on ADEQUATE COPYRIGHT NOTICE AND ITS POSITION ON COPY and INADEQUATE COPYRIGHT NOTICE

Two copies, appropriate application and fee of \$2.00 are required for registration of a "book" published in the United States with a copyright notice.

Application Forms Used for Books

A

A-1

A-1 Affidavit (Filled in)

A-2

A-6

A-7 (obsolete)

(For descriptions and samples see following pages)

APPLICATION FOR REGISTRATION
OF AMERICAN EDITION OF AD INTERIM BOOK

A

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the BOOK named herein TWO complete copies of the best edition PUBLISHED on the date stated herein are deposited, accompanied by the AFFIDAVIT required by section 16 of the Act of March 4, 1909, to secure extension of the copyright in such book for the full term in accordance with the provisions of section 22 of said Act. \$2 (statutory fee for registration and certificate) is also enclosed. The copyright is claimed by

(1) Name of copyright owner The Macmillan Company (Write full legal name of copyright owner)
(2) Address 60 Fifth Avenue New York N. Y.
(Street) (City) (State)
(3) Name of author or translator Philip Brown
(4) Country of which the author is a citizen * Great Britain (Must be stated)
(5) Title of book Sure Fire

16-5654

A

2 c. rec'd _____
Application rec'd _____
Affidavit rec'd _____

Fee rec'd, \$ _____

IMPORTANT.—Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

(6) Original edition published abroad on the 16th day of July, 1943
(7) American edition published on the 29th day of December, 1943
(State here the day, month, and year when the work was placed on sale, sold, or publicly distributed. Must agree with the date stated in the affidavit on reverse side)
(8) Send certificate of registration to The Macmillan Company
60 Fifth Avenue New York N. Y.
(Street) (City) (State)
(9) Name and address of person sending the fee The Macmillan Company
60 Fifth Avenue New York N. Y.
(Street) (City) (State)

FILL OUT AFFIDAVIT ON REVERSE SIDE
of the translator in lieu of that of the author.

Form A - American edition of ad interim book

This form was created in 1938 specifically for the American edition of an ad interim book, (Form A-1 used prior to this date.)

The use of form "A" should be restricted to those cases where ad interim copyright has been secured at the time registration of the American edition is applied for.

Where ad interim copyright has not been secured, for A-1 is to be used.

APPLICATION FOR REGISTRATION

A1

BOOK NOW FIRST PUBLISHED IN THE UNITED STATES

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the BOOK named herein TWO complete copies of the best edition FIRST PUBLISHED on the date stated herein are herewith deposited to secure copyright registration, accompanied by the AFFIDAVIT required by section 16 of the Act of March 4, 1909, that the book has been produced in accordance with the manufacturing provisions specified in section 15 of the said Act. \$2 (statutory fee for registration and certificate) is also enclosed. The copyright is claimed by

(1) Name of copyright owner The Frank Smith Company
(Write full legal name of copyright owner)

(2) Address 111 Eighth Avenue
(Street) New York (City) N. Y. (State)

(3) Name of author or translator James Powers

(4) Country of which the author is a citizen * Canada
(Must be stated)

(5) If an alien author domiciled in the United States, state where New York, N. Y.

(6) Title of book How to Speak English Effectively

10-5654

A1

Application
rec'dAffidavit
rec'd

2 c. rec'd

\$2 Fee rec'd.

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

(7) First published on the 10th day of May, 1944;
(State here the day, month, and year when the work was placed on sale, sold, or publicly distributed. Must agree with the date stated in the affidavit on reverse side)

(8) Send certificate of registration to The Frank Smith Company

111 Eighth Avenue (Street) New York (City) N. Y. (State)

(9) Name and address of person or firm sending the fee The Frank Smith Company

111 Eighth Avenue (Street) New York (City) N. Y. (State)

(Street) (City) (State) FILL OUT AFFIDAVIT ON REVERSE SIDE
* If the work is a translation, state name and citizenship of the translator in lieu of that of the author

Form A-1 - New book printed and published for the first time in the United States including "composite and cyclopaedic words, directories, gazetteers, and other compilations." Disregard item 4(a) & (b) on new form A.

AFFIDAVIT

IMPORTANT.—The executive facts stated therein, or
cial of a corporation or

tion of this affidavit must be SUBSEQUENT to
and must be made by an INDIVIDUAL (an offi-
cial may act)

State of New York }
County of Nassau } ss:

(Of the numbered statements, check thus *(✓)*
the one that applies. Failure to do so will
cause delay.)

I, Michael Hoover

{ being duly sworn, depose
do solemnly affirm }

and say: That I am the {
(1) person claiming copyright in
(2) duly authorized agent or representative residing
in the United States of the claimant of copy-
(3) printer of
right in
the book entitled:

How to Speak Effectively

that said book has been printed in the United States by Mandel Brothers

(Name of establishment)

at New York N. Y. (1) from type set (or plates made
(City) (State)

in the United States from type set) within the limits of the United States, or (2) by litho-
graphic, photo-engraving, or (3) other process wholly performed within the limits of the United

States by Mandel Brothers

(Name of establishment; repeat if same as printer)

at New York N. Y., *that the printing of the text
(City) (State)

of the said book was completed on the 2nd day of May, 1944;

that the said book WAS PUBLISHED on the 10th day of May, 1944;
that the binding of the said book has been performed within the limits of the United States by

General Binding Company

(Name of establishment)

at New York N. Y.
(City) (State)

(Signature of person making affidavit)

Subscribed and {sworn to} before me this 15th day of May, 1944
affirmed Must have impressed

NOTARIAL SEAL
(Copyright law makes use of Seal
official seal obligatory)

(Signature of Notary Public)

*Sec. 16 of the Act provides that the
completion of the printing, or (2) the

affidavit shall state either (1) the date of
date of publication. (July, 1945—75,000)

AFFIDAVITS

For detailed description see section on AFFIDAVITS

APPLICATION FOR REGISTRATION — A2

REISSUED BOOK PUBLISHED IN THE UNITED STATES

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the BOOK named herein, TWO complete copies of a new issue published on the date stated herein are herewith deposited to secure copyright registration, accompanied by the AFFIDAVIT required by section 16 of the Act of March 4, 1909, that the book has been produced in accordance with the manufacturing provisions specified in section 15 of the said Act. \$2 (statutory fee for registration and certificate) is also enclosed. In the reissued work copyright is claimed on the new matter as follows:

Additions and Revisions

(State what the new copyright matter is)
 (1) Name of copyright owner The Frank Smith Company
 (Write full legal name of copyright owner)
 (2) Address 111 Eighth Avenue New York N. Y.
 (Street) (City) (State)
 (3) Name of author of new copyright matter Paul Darriw
 (Write name in full)
 (4) Country of which author is a citizen* United States
 (Must be stated)
 (5) If an alien author domiciled in the United States, state where
 (6) Title of book The Care and Feeding of Dog.

A2

Application
rec'dAffidavit
rec'd

2 c. rec'd

\$2 Fee rec'd.

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

(7) The reissued work was published on the 14th day of June, 1944
 (State day, month, and year when reissued work was placed on sale, sold, or publicly distributed. Must agree with the date in the affidavit if stated therein)

(8) Send certificate of registration to The Frank Smith Company

111 Eighth Avenue New York N. Y.
 (Street) (City) (State)

(9) Name and address of person or firm sending the fee The Frank Smith Company
111 Eighth Avenue New York N. Y.
 (Street) (City) (State)

* If the work is a translation, state name and citizenship FILL OUT AFFIDAVIT ON REVERSE SIDE
of the translator, in lieu of that of the author of original.

Form A-2 — Book reprinted in the United States with new copyright matter.

For detailed information see section APPLICATIONS FOR REGISTRATION (New Matter.)

APPLICATION FOR REGISTRATION

A6

SERIAL REPUBLISHED (WITH NEW MATTER) IN BOOK FORM

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the BOOK named herein TWO complete copies of the best edition are deposited to secure copyright registration, accompanied by the AFFIDAVIT required by section 16 of the Act of March 4, 1909. \$2 (statutory fee for registration and certificate) is also inclosed. The copyright is claimed on new work of authorship.

(1) Name of copyright owner Julia Pearson (Write full legal name of copyright owner)

(2) Address 10 South Main Street (Street) Darby, Delaware (City) (State)

(3) Title of work The Circus Parade

(4) Nature of new matter Changes, revisions and additions for full length book version

(5) Name of author Julia Pearson

(6) Citizenship of author United States

(7) First published serially in Stories for Children Magazine beginning with (Insert name of periodical)
the issue of June, 1943, and ending with the issue of November, 1943

A6

2 c. rec'd _____
Application
rec'd _____
Affidavit
rec'd _____

Fee rec'd \$ _____

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

(8) Republished in book form on 14th day of February, 1944

(9) Send certificate of registration to Julia Pearson

10 South Main Street (Street) Darby (City) Delaware (State)

(10) Name and address of person or firm sending the fee John Smith, Esquire

29 Court Street (Street) Darby (City) Delaware (State)

(July, 1939—5,000)

U. S. GOVERNMENT PRINTING OFFICE

[Please turn this over]

A-6 Serial republished in book form with new matter

This form was primarily intended to apply to cases where a story or novel was first published serially in a periodical, then republished in book form.

If a mere reprint, reject.

If published with new matter, form A-6 should be checked.

It is suggested that the following be given in line (4): "Changes, revisions and additions for full length book version."

A-6 form also acceptable for the following:

When a story originally appeared in condensed form in one issue of a magazine, form A-6 may properly be used, for the book constitutes an enlarged "version" of a contribution to a periodical (The Register thinks A-6 appropriate in all such cases). The statement "condensed version" may be given in line (6) after the title of the magazine, if desired.

Form A-6 (continued)

When stories or articles were not published in consecutive issues of a magazine and they have later been woven together by insertion of phrases and paragraphs throughout to make possible the reading of the story as one full-length story, application form A-6 should be used. In line (4) the "nature of new matter" may be inserted as "phrases and paragraphs throughout connecting the various stories (or articles)" and line (7) may be amended to read First published serially in parts....

Generally speaking, where a substantially and material part of a book appeared originally in one or more issues of a periodical, application form A-6 is appropriate inasmuch as it enables a complete record to be made.

Series of articles combined and revised

Example: Copies stated: "The Atlas in its present form is the result of combining the entire series of plates and articles which were published in the Rayon Textile Monthly during 1940 and 1941.... It was decided to revise the articles and to reprint them." Form A-6 is appropriate in this case.

Form A-7 - Book now first published and produced in the United States by other process than type setting machines.

This form (now obsolete) was intended for use with copies produced by mimeograph, hectograph or similar process. Form A-7 is not used at the present time, being replaced by a new type A-1 affidavit. However, if form A-7 is deposited, it will not be refused provided copies are produced by any of the processes which would be classed under statement (3) of the printed statements in the new type A-1.

DUTIES:

To examine the copies, application and affidavit with the purpose of determining whether the applicant has complied with all of the provisions of the Act and Office Procedure, namely:

Number, character and origin of the copies, i.e.

Whether the work is published or unpublished

Whether it belongs in this class

Whether the proper form A, A-1, A-2 or A-6 has been filed

Whether the conditions of the section relating to American manufacture have been met

COPIES:

Two copies of the best edition required

If copies are not of the best edition - write

Typewritten and photostat copies should be questioned as best edition, but accepted upon satisfactory explanation

If only one copy received - write for additional copy

If copy (copies) defective - write for perfect copy (copies)

If copy (copies) incomplete - write

No title on copy - write only when there is nothing identifying on copy

Proof copies should be questioned. Entry will be made only after explanation that copies are published in that form

Copies in the form prescribed by Section 12, received prior to the date of publication, will be designated as 'Premature Deposits', and will be retained in Deposit Section to await receipt of application subsequent to publication.

Separated Registration:

Each separate publication of copyrightable material calls for separate registration, provided the informalities incident to registration prescribed by the Copyright Act are met, namely, the deposit of two copies, an application and \$2.00 fee.

(a) A course of instruction issued in loose-leaf form, in which the parts are sold or distributed separately

If, however, the entire course of instruction is distributed on a given date as one work, registration may be made on a single application and with \$2.00 fee.

(b) Only one registration at one fee shall be required in the case of several volumes of the same book, published together, and deposited at one time.

Example: Encyclopaedia Britannica
Volumes 1-15

(c) When two or more books, containing the same text or with slightly different text or slightly different titles and published on the same date:

Separate applications will be accepted and separate registrations made.

(d) Copies bearing two copyright notices one of which is for the text and one for the illustrations each claimed by a different owner, separate registrations will be required.

Example Test Copyright, 1936, by Hellen Fuller Orton - Illustrations Copyright, 1936, by Frederick Stokes Company

Request two applications (A-1) specifying in the one case that the copyright is claimed in text and in the other case that it is claimed in illustrations. Such statement should be given after the title in line (6)

Loose-leaf Material:

In the case of copies in loose-leaf form:

(a) New or extensively revised pages, otherwise known as Replacement Pages, issued from time to time to be inserted in a loose-leaf binder to take the place of pages previously published, are accepted as new works on A-1 forms. Copyright notice should appear on each loose-leaf page. Do not reject if notice is on title-page only. Warn if necessary to write re other informalities.

(b) When the loose-leaf pages deposited are largely the same as the original pages, but with few changes or new matter, they are accepted as A-2.

(c) When the loose-leaf work itself is revised of new pages added and the entire work is republished, it is accepted with A-2 form.

Cumulative Supplements:

A-1 appropriate although A-2 is acceptable
Enter as applied for.

Microfilms:

Microfilms are registrable on A-1 form as any book would be.

When advertising prints are deposited on the same
fee with A-1 material and the A-1 is held for correspondence,
make a correspondence envelope for the A-1 and send it with
the advertising prints to the Print and Label Examiner.

THE LIBRARY OF CONGRESS
COPYRIGHT OFFICE
Washington 25, D. C.

No. 46

REGISTRATION OF COMMERCIAL PRINTS AND LABELS IN THE
COPYRIGHT OFFICE

By virtue of Public Act No. 244--Seventy-sixth Congress--approved July 31, 1939, jurisdiction over commercial prints and labels for the purpose of copyright registration was transferred to the Register of Copyrights, effective July 1, 1940.

1. The term "print" as used in the said Act, may be defined as an artistic work with or without accompanying text matter, published in a periodical or separately, used in connection with the sale or advertisement of an article or articles of merchandise. A single sheet containing pictures of various articles of merchandise would be registerable as a print, even though folded one or more times.

2. The term "label" may be defined as an artistic and/or literary work, impressed or stamped directly upon the article of merchandise or upon a piece of paper or other material to be attached in any manner to articles of merchandise or to bottles, boxes or other containers thereof.

The print or label should bear a word or words to serve as identifying title.

3. Prior to filing the application for registration, the print or label must be originally published (put into circulation) with the notice of copyright upon the copies. The form of the notice is prescribed by the copyright statute and may consist of the word "Copyright" or the abbreviation "Copr.", or of the symbol "C" in a circle, thus ©, accompanied in either case by the name of the copyright proprietor. The symbol © may be accompanied merely by the initials, mark or monogram of the copyright proprietor, provided that on some accessible portion of the copies his name shall appear. The year date of publication may be included in either form of the notice.

4. Promptly after publication of the print or label bearing the appropriate notice, two complete copies should be dispatched to the Copyright Office, Library of Congress, accompanied by an application on Form KK (supplied by the Copyright Office) and the statutory fee of \$6 for registration and certificate. If the material is of bulky unwieldy or metallic character, the applicant should also send one photographic or photostatic reduction for insertion in the specimen books maintained for the convenience of the public.

5. Renewals. The copyright runs for a term of 28 years from the date of initial publication with the statutory notice. Such copyright, whether originally registered in the Patent Office or in the Copyright Office, may be renewed for a like period, upon application (on Form RR) filed in the Copyright Office within the last year of the first term of copyright, which is calculated from the date of first publication, not from the date of issuance of the certificate of registration. Applications for renewal of commercial prints and labels should be in the name of the present proprietor. (See Section 4, Act of July 31st, 1939).

Respectfully,
Sam B. Warner
Register of Copyrights

Informalities Preventing Copyright Registration and Exceptions

Manuscript Copies:

Manuscripts of the following not subject matter
of copyright

Novels

Short Stories

Poems

Words of songs without music

Manuscripts of any other literary works
designated as "Books"

(Are protected under Common Law)

Blank Forms or Books of Blank Forms:

Exceptions When published with substantial text

Slogans:

Mere clauses or expressions, standing alone
Certain advertising announcements

Slogans

Mottoes

Catch words, or the like

These are not as a rule subject to registration
in this Office (Circular 19c)

Works in Public Domain:

No copyright shall subsist in the original
text of any work which is in the public domain,
or in any work which was published in this
country prior to July 1, 1909, and has not
already been copyrighted in the United States

Government Publications:

No copyright shall subsist in any publication
of the United States Government, or any reprint,
in whole or in part, thereof.

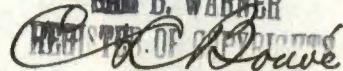
Obscene Publications:

If, as the result of examination, the deposit
if found by the Examiner to be obscene, subver-
sive, scurulous, indecent, blasphemous, immoral,
seditious or libelous on its face, a recomme-
dation for its rejection on that ground will be
made and the work will be routed to the Revisory
Board for further examination. Upon finding
that such work is obscene or of any one of the
other above mentioned classes, appropriate action
with respect to registration will be taken by
the Board, unless the question is submitted to
the Register on division of opinion, or in the
discretion of the Board acting as a whole.

THE LIBRARY OF CONGRESS
COPYRIGHT OFFICE
WASHINGTON, D. C.

Mere clauses or expressions, standing alone, are not in themselves copyrightable, and do not become so simply because they constitute or lend themselves to a play upon words. Hence certain advertising announcements, slogans, mottoes, catch words, or the like, falling within the above classification, are not as a rule subject to registration by this Office.

Where such words or phrases constitute an element of trade marks or other identifying devices they may sometimes be protected by general rules of law against unfair competition, but the Copyright Office has nothing to do with such protection.

SAM B. WARNER

Register of Copyrights.

Devices, as such, not registrable:

Exception: Instructions concerning the use of a device if not physically incorporated in such device, and other material of itself copyrightable appearing on such instrument or tool but not essential to its operation, will be registered in the Copyright Office if published with a copyright notice which does not purport of copyright the instrument or tool as such. (See Code of Federal Regulations of Copyright Office 201.4 b)

A limitation of claim is required in the application line (6). Suggest "Copyright is claimed on text and not on the mechanical features"

Reprints not subject matter of copyright

Exception: Where reprinted with new matter
A-2 when reprinted with new matter
from a 'Book'

A-6 when reprinted with new matter
from a periodical

Plans, Ideas, Systems, Methods:

There are no provisions in the copyright law under which it is possible to secure the exclusive right to an idea, system, plan or method of doing anything. The copyright law permits registration only of the expression of an author's idea (or ideas) in literary, musical, dramatic or artistic form.

An original literary composition, describing the operation of a particular plan or system, may, if printed and published with the notice of copyright, be registered as a "book". While such copyright would protect the original text against exact or colorable reproduction, it would not secure the exclusive right to the plan or system.

Patterns not subject matter of copyright

Exception: Where published with text or directions, in which case, A-1 application is accepted, limiting claim in line (6) to "Text" or "Directions".

When the text is printed on the pattern itself, the copyright notice is acceptable either under the text or elsewhere on the same sheet.

Games and Gameboards:

Games and gameboards, as such, are not registrable.

Exceptions: (a) Rules for playing a game may be registered if published on a separate sheet and with notice. Complete copies of game not requested.

(b) When complete copies of a game are deposited, rules may be registered if published with notice, and if application is filed for the rules. Complete copies are passed with the application, but with instructions to the person doing the stamping to stamp the copyright number on the rules only.

(c) Rules printed on back of game-board and having notice of copyright on rules, may be registered on application giving title of the rules.

In no case must the application describe the work as a "Game". When the word "Game" appears in the title of the Rules only, it will be accepted.

NOTE: Games pertaining to gambling or chance not subject matter of copyright

Example: Punch Boards

Book Jackets:

A book jacket is not an integral part of the book and is not subject to registration as new matter. An A-2 application giving "book jacket" as the statement of new matter will not be accepted.

When a book jacket contains a pictorial illustration bearing a copyright notice, the pictorial matter may be applied for as a separate entity, by means of form K.

When a book jacket contains considerable text and with notice on the text, A-1 form may be filed. In each of these two cases, copies of the book jacket only (without the book) will be passed with the application.

Procedure for Handling Non-registrable, Extra and Gift Copies

Non-registrable (Class A) copies with no notice or defective notice

Hold one copy for Copyright Office Records and ask permission to send one copy to the Library of Congress.

(Permission must be obtained before the copy is forwarded to the Library)

Extra Copies:

Return all extra copies

Gift Copies:

All gift copies will be forwarded as usual to the Library

Citizenship Name of the country of which the author is a citizen or subject

By the nationality of the author is meant citizenship, not race; a person naturalized in the United States should be described as a citizen. An author, a citizen of a foreign country having no copyright relations with the United States, may only secure copyright in this country, if at the time of publication of his work he is domiciled in the United States.

Domicile

The fact of domicile in the United States should be expressly stated in the application by giving in line (5), the city and state where the author is domiciled.

When an application fails to give the place of domicile in line (5) and the address in line (2) indicates that the author is domiciled in the United States, such place of domicile must be given in line (5). Return application for this information (unless there is some other informality which requires correspondence).

If the application has no space for the place of domicile, as in the case of form A-6, it must be amended and returned to the applicant for this information.

Enemy Alien *
If an alien author is a citizen of Germany, Italy, Japan, Roumania, Bulgaria or Hungary, the examiner will print with blue pencil, "Enemy Alien - Germany" (for example) on the application for the purpose of filing in Special File for the duration of the war.

Statements of citizenship which are acceptable

Austria or Austria (Germany)

Due to the uncertainty of the war situation accept applications with statements in either form i.e.

Austria
Austria (Germany)

Also accept:

British
Great Britain
United Kingdom
England
Eire
Ireland
Irish Free State, is now Eire

Enemy Alien Copyright owner - See copy of Memorandum of March 10, 1943 and form attached.

Enemy Alien
Copyright Owner

Procedure Under Regulations of the Alien Property Custodian
Applications

The cases dealt with in this section are those in which the copyright owners (or one of several copyright owners) is a citizen of one of the foreign countries in the list below, and is not domiciled in the United States. Note that it is the citizenship of the owner and not that of the author which is primarily involved. Applications on behalf of the copyright owners of the following named countries not domiciled in the United States will be held in the first instance and a letter written requesting the filing of Form APC - 23 with supporting documents:

Austria	Germany	Poland
Belgium	Greece	Portugal
China	Hungary	Rumania
Czechoslovakia	Italy	Spain
Danzig	Japan	Sweden
Denmark	Luxembourg	Switzerland
Finland	Netherlands	Thailand (Siam)
France (including Monaco)	Norway	

Applications on behalf of the copyright owners who are citizens of any of the above countries need not be held if the copyright owners are domiciled in the United States at the time when the application is filed.

Applications from citizens of the following countries may continue to be registered as heretofore unless they are domiciled in one of the countries in the list above. In other words, Form APC - 23 must be filed where the copyright owner is either a citizen of or a resident of any of the countries in the above list.

1. Great Britain and the British Dominions generally, except such as are under enemy occupation, e.g., Hong Kong and Singapore.
2. Latin American countries generally
3. Iceland
4. Ireland
5. Palestine

When APC - 23 has been filed in any of the cases in

which it is called for, it is to be handled in accordance with the routine indicated in the attached slip (sample below) which will be attached to the form when it comes in and connected with previous correspondence, if any.

APC FORM 23

(After each step, cross off reference item)

- (1) To UB searcher (if necessary)
- (2) L. C. Smith
- (3) To Examining Section or Renewal Examiner
(Mrs. Rafter or Miss Bingham)
- (4) To Deposit Section
- (5) To Index Unit (Mr. Myers)
- (6) To Record Section (Mr. Nesbitt)
- (7) To Miss E. I. Jones
- (8) Form 23 only to L. C. Smith

* If the author and claimant is stateless form APC -23 is not required.

Example:

Application filed on form A-4 for THEY CAME TO LONDON giving Hungarian national - now stateless by Nazi decree (not domiciled in the United States).

This material was referred to Mr. DeWolf for an "APC" letter, and returned to examiner bearing the statement: "As the author and claimant, Tabori, is stateless form APC - 23 is not required." RONI-24-43

Remitter: Macmillan Company August 20, 1943

Form APC-23
December, 1942

Form Approved
Budget Bureau No. 01-ROLO-42

UNITED STATES OF AMERICA

OFFICE OF ALIEN PROPERTY CUSTODIAN

Report of Applications for Registration and
Renewal of Copyrights

Title and class of the work (music, plays, books, etc.) _____

Name, citizenship and address of copyright claimant _____

Name, citizenship and address of author _____

Name, citizenship and address of person filing application _____

Nature of interest* in the copyright, if any, held by the person filing the
application _____

A copy of the instrument, if any, under which the interest is claimed by
the person filing the application is attached hereto.

I, _____, do certify that the state-
ments made in answer to the foregoing questions are true and complete to the
best of my knowledge and belief.

Name _____

Address _____

TO BE FILED IN BY COPYRIGHT OFFICE

Above application received on _____
and received Registration Number _____

*As used herein, the term "interest" with respect to a copyright shall include,
but not by way of limitation, ownership, part ownership, or claim of ownership,
in whole or in part, of any subsisting copyright or claim of copyright, and any
right, license, privilege or property in or to or with respect to such work;
and any right, title or interest in, to or under any contract or other instrument

UNITED STATES OF AMERICA

OFFICE OF ALIEN PROPERTY CUSTODIAN

Report of Applications for Registration and
Renewal of Copyrights

Title and class of the work (music, plays, books, etc.) _____

Name, citizenship and address of copyright claimant _____

_____Name, citizenship and address of author _____

_____Name, citizenship and address of person filing application _____

_____Nature of interest* in the copyright, if any, held by the person filing the
application _____

_____A copy of the instrument, if any, under which the interest is claimed by
the person filing the application is attached hereto.I, _____, do certify that the state-
ments made in answer to the foregoing questions are true and complete to the
best of my knowledge and belief.

Name _____

Address _____

TO BE FILED IN BY COPYRIGHT OFFICE

Above application received on _____

and received Registration Number _____

*As used herein, the term "interest" with respect to a copyright shall include, but not by way of limitation, ownership, part ownership, or claim of ownership, in whole or in part, of any subsisting copyright or claim of copyright, and any right, license, privilege or property in or to or with respect to such work; and any right, title or interest in, to or under any contract or other instrument relating to copyright, and any royalty, share of profits, license fees, or other emolument or compensation reserved with respect thereto. Such interest shall also include but not by way of limitation, any interest as hereinbefore described which is held or claimed as trustee, agent, representative or nominal proprietor.

Statements of citizenship not acceptable

United States, first papers; or United
Atates, second papers pending

In either case request a new application
giving the country of which the author was
a citizen prior to his application for
United States citizenship and place of
domicile in the United States

British Empire

Request an application giving a specific
statement

Stateless

When the citizenship of the author is given
as "Stateless", "None" or otherwise to the
same effect, followed by a statement of the
country of which he was last or formerly a
citizen, registration may be made. If the
statement of citizenship in the application
is reasonably equivalent to the above
formula, the application may be accepted...

In doubtful cases where the statement either
omits the country of which the author was
formerly or last a citizen, or where there is
ground for suspicion that the statement of
statelessness may be incorrect, a letter
should be written inquiring about the matter
and requesting a more precise statement as to
the nationality or lack of same.

Memo by R.C.D. 575/43

Miscellaneous

County

When the name of a county is given as the
statement of citizenship, and the same
county is given in the venue in the affidavit,
accept without writing (unless there is some
other informality which requires correspon-
dence).

Employer for hire

Citizenship required in line (4) - not the
citizenship of the 'employee'. Sec. 62

Translator

Citizenship required in line (4) when work
is a "translation".

Title The title of the work
 A title sufficient for identification of
 the deposit is required
 If the deposit is a part, section or volume
 of a larger work, the title should so indicate
 in line (6) of the application.

New Matter Statement of new matter in A-2 form
 Generally requested firm - "Additions and
 Revisions"
 Deletions, change in title or new title not
 acceptable in statement of new matter unless
 there is other new matter mentioned in application
 Design (referring to the format of the book
 and not to the illustrations) not acceptable in
 statement of new matter and reference to this
 item should be omitted from the space above
 line (1).
 Mere combining of two or three words when
 given as a statement of new matter not acceptable
 NOTE: Mere combining of two or three works
 no basis for registration at any time unless
 published with new matter.
 Arrangement when given in statement of new
 matter as applied to books no basis for
 registration.

Date of publication = See

Name and address of person to whom certificate is to be sent

Name and address of person or firm sending the fee

ADEQUATE COPYRIGHT NOTICE AND ITS POSITION ON COPY

FORM

The ordinary form of copyright notice for books is "Copyright" (or "Copr."), 19__ (the year date of publication), by Arthur Brown (the name of the claimant). The name of the claimant printed in the notice should be the real name of a living person, or his trade name if he always uses one, or the name of the firm or corporation claiming the copyright.

Name of copyright owner

Pseud.

While the notice should give the full legal form of the claimant's name, the Office does not refuse to make registration if a pseudonym is given, provided the application gives the legal name:

Example: Notice - "Copyright 1942 by John Henry"
Appn. - "John Henry, pseud. of George
William Gerard"

Title of Periodical in Notice

If the title of a periodical is given in the copyright notice, an application will be required, giving that which appears in the notice, followed by the name of the owner or publisher, i.e.

"The Reader's Digest, Reader's Digest Association, Inc., owner (or publisher)

Deceased Claimant

If a person whose name is given in the notice is deceased, registration must be held and questioned as to whether the person was deceased before or after publication.

- (a) If before publication registration cannot be made
- (b) If after publication, an application should be filed in the name of the executor(s) or administrator; thus
"John Smith, executor (or administrator)
of the Estate of George Brent"
- (c) If the person referred to in the notice died approximately simultaneously with publication, accept, requesting statement in application as (b) above.

Note: Only one such case has come to the attention of the Office recently.

Cestui Qui Trust

In the case of works which have a copyright notice giving the name of the trustee as well as the cestui qui trust; for example:

A book filed bearing the following notice:
"Copyright by J. P. Henry, 1940; for S. W.
Wyoming Museum."

An application giving both names in the form that they appear in the notice is, of course, preferable. However, an application giving only the name of the trustee, i.e., J. P. Henry is acceptable. The trustee holds the legal title and is the one who would sue in his own name in the event of infringement. An application filed giving only the name of the cestui qui trust, S. W. Wyoming Museum, would be subject to question. If, as the result of correspondence, it was established that the copyright in the work had been assigned subsequent to publication to the S. W. Wyoming Museum, the application would be accepted.

**Word "authors"
in Notice**

When a notice is given on the copies as "Copyright 1942 by the authors," it will be accepted, providing the names of the authors appear on the same page or on the title-page.

**Several Names
on Page with
Notice**

If the name of the copyright owner appears on the page with the notice, even though there may be other names appearing on the same page, notice will be accepted.

Example:

Written by James F. Mullahy, Orlando, Florida

Publishers, James F. Mullahy, and R. J. Holly,
Orlando, Florida

Printed by The Brewton Company, Orlando, Florida

Copyright 1942, All Rights Reserved

Application gave copyright owner as James F. Mullahy

**Name of Owner Not
Actually a Part
of Notice**

When the title and the name of the author (who also is the copyright owner according to the application) appear at top of sheet, with text (or poem) in body of page, followed by the word "Copyright" or "Copr." and year date of publication, such notice will be accepted.

Example:

"Franklin Delano Roosevelt"
by Floy M. Williams

(Ten verses of text here)

Copyright, July 30, 1941

Year Date

Not Actually
a part of
Notice

If the year date does not appear in the notice, but is given elsewhere on the same page, as a date of issue, such notice is acceptable.

Example:

"Railroad Security Analysis
Visual Method"
October 1941

Published by E. L. Richards & Co., Inc.
140 Cedar Street
New York

Annual Subscription including
"The Visual Guide" - \$95.00

Copyright, E. L. Richards & Co.,
Publishers

**Month, Day and
Year Date**

The month and day of publication are not required as part of the notice, and the Office does not reject if month and day given in notice are in advance of actual publication, although advice is given to applicant if the Office has any other reason for writing.

Year date Prior
to Publication

If the year date in the notice is prior to date of publication, accept, but advise applicant as to the effect of possible loss of part of copyright term if for any other reason the Office is writing to applicant

Advance Year Date
of Publication
in Copyright

Accept. See memo of January 1, 1944

Example:

Copyright notice - 1944
Date of publication:
November 5, 1943.

Republished
Books

In the case of books republished with new matter the notice should contain the date of original publication of the revised edition. However, if the year date of publication of the original edition is not given, registration of the revised edition will not be refused.

If only the year date of publication of the original edition is given, registratin will be made for the new matter in the revised edition, but such notice will tend to shorten the term of copyright on the new matter by failure to give the year date of the pепубlication

POSITION

The notice of copyright shall be applied in the case of a book ... upon its title-page or the page immediately following. (However, the Office does not refuse to accept if notice is on back of page following title-page.)

**Notice on Page
Facing Title-page**

A notice which appears on the page facing the title-page is acceptable.

Folder

A notice appearing on the back of a four page circular or folder which can be opened out into a single sheet is acceptable.

No Title-page

If there is no formal title-page, the notice should appear on the page bearing the title, in many cases this will be the front cover, or the back of the front cover (not acceptable on back cover).

**Title-page and
Another Page
With Title**

If there is a formal title-page, and another page bearing the title only, notice on the back or on the face of the latter is acceptable.

**Text and Map-
Notice on Map**

Folder applied for as a book and containing both text matter and a map, with notice on the map only, will be accepted with notice so placed, as a book, providing the notice on the map is in full form as required for books.

MISCELLANEOUS

**Rubber-stamp
Notice**

When notice has been applied to copies by means of a rubber stamp, a search is made to

determine whether there has been previous correspondence (rejection or inquiry before publication), and if no correspondence is found, notice is accepted without question.

Typewritten or
Pen and Ink
Notice

If notice has been applied by means of typewriter or with pen and ink, a statement is requested as to whether copies published bore notice as on copies deposited.

INADEQUATE COPYRIGHT NOTICE

Incomplete
Notice

Notice lacking any one of the three elements prescribed by law; i. e., word "Copyright" or abbreviation "Copr.", year date of publication and name of copyright owner.

Initials
in Notice

Book must be rejected if notice gives only the initials of copyright owner, unless the full name appears in close proximity to the notice, or is prominently displayed somewhere on the same page.

Wrong Year
Date of
Publication

When the year date in the notice is an advance year date, i. e., subsequent to publication, the effect would be to lengthen the copyright term, therefore the work must be rejected.

Notice in
Foreign
Language

A notice in a foreign language (not containing the word "Copyright" or "Copr.") must be rejected.

Wrong Name in
Notice

If it is shown that the person or other entity referred to in the notice not only is not the rightful claimant at the time the application is filed, but was not when the work was first published, such work should be rejected.

AFFIDAVIT

Required for book, indicating that it was produced and bound within the limits of the United States. See Sec. 16 of the Copyright Act.

Affidavit shall be made by person claiming copyright or his duly authorized agent or representative residing the United States or by the printer who has printed the book.

Affidavit must include the following:

1. Place of Venue

Should give state and county. If omitted, affidavit may be returned for this addition.

If county is omitted, but is legible in the notarial seal, affidavit will be accepted.

2. Name of affiant in averment

- (a) Should be an individual, however, affidavits giving the name of a company or firm in the averment, but signed by an individual are accepted.
- (b) If name of affiant is not given in averment, but affidavit contains the signature of affiant, it will be accepted, providing the status of affiant is indicated in the numbered statements in the averment.

3. Status of affiant

One of the three numbered statements in the averment must be checked to indicate the capacity in which affiant is making affidavit. If not indicated, new affidavit is required.

4. Title of book

Required in affidavit. If not given, new affidavit required.

5. Statement of Printing

- (a) Must give name of person or establishment by whom printing was done and place (city and state) where the work was printed.

(b) Should indicate process by which copies were produced by checking one of the three numbered statements of printing processes

(1) Where more than one process is used, the statements which apply should be checked.

(2) If statement No. 1 is checked, indicating printing from type set, name of printer and place of printing required in first space only.

If name of printer and place of printing are given in both spaces, affidavit will be acceptable.

If statements No. 2 or 3 are checked, name of printer and place of printing required in second space only.

(3) If numbered statement is not checked, affidavit will be acceptable, except: when copies are from mimeograph or similar process, requiring that statement 3 be checked.

(e) If statement "United States" ment of printing, new affidavit required.

(d) Affidavit A-1 for material printed in Canal Zone is acceptable.

6. Date of completion

Required if date of publication is not given in affidavit.

If date of publication is given in affidavit, date of completion may be given also, but not required.

7. Date of publication

(a) Must be given in affidavit if there is no date of completion.

(b) Must be given in affidavit if there is no date of publication in line 7 of application.

(c) If date of publication is given both in affidavit and line 7 of application, these dates should agree. If there is more than a week's difference in dates, it should be held for correspondence.

If there is less than a week's difference between line 7 and date in affidavit, the application may be annotated in pencil at the bottom, below the last line of printing, with the following statement: "Use sworn date in affidavit".

8. Name of binder and place of binding

Required for books which are bound in other than paper covers.

Not required for pages in a loose-leaf binder

9. Signature of affiant

(a) Must be same as name of affiant in averment, if name in averment is that of an individual.

If different from name of individual in averment, new affidavit required.

(b) See 2 (b)

(c) Pencil signature of affiant is acceptable

(d) Rubber-stamped signature of affiant is not acceptable.

(e) Signature is name used in religious order is acceptable.

For example: Sister M. Benedicta, O.S.
Mother Agatha

(f) Signature in pen name is acceptable.

(g) X mark of affiant

For example: Affiant given in averment,
Earl Robert McCarty

Signature in affidavit:
Earl Robert McCarty
X (his mark)

Affidavit acceptable

10. Signature of notary

(a) Should be actual signature, however, rubber-stamped signature of notary is acceptable

(b) If signature is omitted, affidavit may be returned for this addition.

11. Seal of notary required

Seals which also are acceptable

Commissioner of Deeds
County Clerk
Justice of the Peace
Court of Appeals
Clerk of Circuit Court
Secretary of State
Vice Consul

See U. S. Code, Title 22, Sec. 131,
authorizing every secretary of embassy
or legation or consular officer to
administer oaths, etc. which any notary
public has authorized to do within the
limits of the United States, and any
such document is as valid as if ex-
ecuted in the United States

Seal not acceptable

Postmaster

Impressed seal required except:

- (a) In case of a soldier on active duty
in a foreign country when seal would
disclose his location or destination.
See memorandum of September 22, 1942.
In such case a seal is not required.
- (b) Seal of Puerto Rico stamped on
affidavit is acceptable.

Other stamped seals not acceptable.
- (c) The impression on a sticker seal
pasted on the affidavit is acceptable.

If affidavit lacks the seal, it may be
returned for this addition.

12. Date of execution of affidavit

- (a) Complete date of execution of
affidavit is required.
- (b) Must be date subsequent to date of
publication in affidavit.
- (c) When affidavit does not give date of
publication, date of execution must
be subsequent to date of completion
in affidavit, but may be prior to
date of publication as given in line
7 of application.

(d) If date of execution is not given new affidavit is required.

(e) When a new affidavit, filed in reply to Office correspondence, gives the date of execution as given in the original affidavit, request a new one. Date should be that on which the new affidavit was executed before a notary.

Address: In case of an individual or firm of a number to be established

The address of the author or publisher in a large city is required.

The address of the author or publisher if publication is not required.

In the name of copyright owner, the address is sufficient.

Original author, publisher or translator.

The Register may file application should state the name of the author. If, however, his name is mentioned conspicuously on cover or pamphlet and it is necessary to place on record the real name of the author, it may be omitted. The fee does not require that the name of the author be given.

Translation: If the book is a translation, registration must be made by name of original author and citizenship of the translator in lines 13 and 14. For a direct translation, the name of the original author should be given after the title in line 13, but is not required.

Photographs: If photographs are attached to the sheet either required in line 3 or other the application is considered as part of the paper holding the sheet.

A-3

BOOK BY A FOREIGN AUTHOR IN FOREIGN LANGUAGE
PUBLISHED ABROAD

A3

Application
rec'd

I.C. rec'd

\$2.00 Fee rec'd.

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

APPLICATION FOR REGISTRATION OF BOOK BY A FOREIGN AUTHOR IN FOREIGN LANGUAGE PUBLISHED ABROAD WITH NOTICE OF UNITED STATES COPYRIGHT

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the BOOK named herein, ONE copy of the best edition published with the required notice (see below) is deposited to secure registration of the claim of copyright according to the provisions of the Act of March 4, 1909, as amended by the Act of March 28, 1914. The statutory fee of \$2 is also inclosed. The copyright is claimed by*

(1) Name of copyright owner Verlag Chemie G. m. b. H.
(Write full legal name of copyright owner)

(2) Address Corneliusstr. 3 Berlin Germany
(Street) (City) (Country)

* The notice should contain the word "Copyright" followed by year date of publication and name of
copyright owner, and be printed on the title-page or verso thereof. [Please turn this over]

(3) Name of author or translator Vogel, Otto
(Write name in full)

(4) Country of which the author or translator is a citizen* Germany
(MUST be stated)

(5) Title of book Handbuch der Metallbeizerei Nichteisenmetalle
(Inside title-page)

(6) Published by The Claimant at

(7) First published on the 23 day of December, 1937
(State here the day, month, and year when the work was placed on sale, sold, or publicly distributed)

(8) Send certificate of registration to Amerika-Institut

Berlin N.W. 7 Germany
(Street) (City) (Country)

(9) Name and address of person or firm sending the fee Amerika-Institut

Berlin N.W. 7 Germany
(Street) (City) (Country)

* If the work is a translation, state name and citizenship of the translator, in lieu of the author of original.
(Nov., 1944—10,000) U. S. GOVERNMENT PRINTING OFFICE [Please turn this over]

**Application for Registration of Book by a Foreign Author
in Foreign Language Published Abroad with Notice of
United States Copyright**

(For detailed description, see following pages)

BOOK BY FOREIGN AUTHOR IN FOREIGN LANGUAGE

This term includes books, periodicals and contributions to periodicals.

Printing Books of foreign origin in any language other than English are not required to be printed in the United States.

'Book' written by an American citizen, domiciled in a foreign country, printed and published abroad. Accept.

Affidavit In the case of a foreign author applying for a book in a language other than English, published abroad, no affidavit is required as such books are not subject to the manufacturing clause.

Copies One copy of the best edition printed and published abroad required.
When copy is not of the best edition - write.
When copy does not bear the required notice - reject.
When copy is re-deposited with required notice - accept

Separate Registrations:

Each separate publication of copyrightable material calls for separate registration, provided the formalities incident to registration prescribed by the Copyright Act are met; namely, the deposit of one copy, and application (Form A3) and \$2.00 fee. This also applied to instalment material.

Only one registration at one fee shall be requested in the case of several volumes of the same work, published together and deposited at the same time.

Copyright Notice:

Form A copyright notice appearing on or in a book must be in English and must contain all three of the following elements:
a. The word "Copyright" or the abbreviation "Copr."
b. Year date of publication.
c. Name of copyright owner.

Example: Copyright 1944 Verlag Chemie, G.m.b.H.

Location The copyright notice shall be applied in the case of a book or printed publication upon the following:
a. Title page
b. Page immediately following
Exception: Copyright notice appearing at the end of a periodical contribution is acceptable

No Copyright Notice:

When no notice appears on copy deposited, or is written in a foreign language, or the notice is incomplete - reject.

If published abroad with an adequate notice and redeposited - accept.

Applications for Registration

Facts The application for copyright registration required to be sent with each work must state the following facts; and care should be taken that the title of the work, the name of the author and the name of the copyright owner should be correctly stated in the application and that they should agree with the statements made in the work itself.

Claimant Full legal name and exact address of copyright owner

Case of Sole Owner or "doing business as"

When the name in the notice is the trade name of an individual or the name of a company of which the individual is the sole owner, the application must give a complete statement in line (1)

Examples:

John Doe doing business as Popular Press

John Doe trading as Popular Press

Popular Press trade name of John Doe

Popular Press, John Doe, sole owner

Address

An address in care of an individual or that of a publisher is acceptable

The street address of an individual living in a large city is required

The street address of a company or corporation is not required

In the case of one or more copyright owners, one address is sufficient

Enemy Alien - copyright owner

See "Books" - section Applications for Registration

Author

Name of author, compiler, editor or translator

It is desirable that the application should state for records the name of the author. If, however, the work is published anonymously or under a pseudonym and it is not desired to place on record the real name of the author, it may be omitted. The Law does not require that the name of the author be given.

Translator If the book is a translation, name and citizenship of the translator should be given in lines (3) and (4). For a clear record, the name of the original author should be given after the title in line (6), but is not required.

Citizenship By the nationality of the author is meant citizenship, not race. An author, a citizen of a foreign country, having no copyright relations with the United States, may only secure copyright in this country, if at the time of publication of his work, he is domiciled in the United States.

Examples: Russia
Turkey

Domicile The fact of domicile in the United States should be expressly stated in the application by giving in the space between lines (4) and (5) "Domiciled in the U. S. at ____".

When an application fails to give the place of domicile and the address in line (2) [or copy] indicates that the author is domiciled in the U. S., such place of domicile must be given in line (5). Return application for this information (unless there is some other informality which requires correspondence).

As this form A3 provides no space for the place of domicile, it must be amended and returned to the applicant for this information.

Enemy Alien If an alien author is a citizen of Germany, Italy, Japan, Roumania, Bulgaria or Hungary, the Examiner will print with blue pencil, "Enemy Alien - Germany" (for example) on the application for the purpose of filing in Special File for the duration of the War.

Statements of citizenship which are acceptable
Austria or Austria (Germany)

Due to the uncertainty of the war situation accept applications with statements in either form, i.e. Austria; Austria (Germany)

Also accept:

British
Great Britain
United Kingdom
England
Eire (Irish Free State is now Eire)
Ireland

Statements of Citizenship not acceptable

United States, first papers; or United States, second papers pending.

In either case request a new application giving the country of which the author was a citizen prior to his application for United States citizenship and place of domicile in the United States.

British Empire

Request an application giving a specific statement

Stateless

When the citizenship of the author is given as "Stateless", "None" or otherwise to the same effect, followed by a statement of the country of which he was last or formerly a citizen, registration may be made. If the statement of citizenship in the application is reasonably equivalent to the above formula, the application may be accepted...

In doubtful cases where the statement either omits the country of which the author was formerly or last a citizen, or where there is ground for suspicion that the statement of statelessness may be incorrect, a letter should be written inquiring about the matter and requesting a more precise statement as to the nationality or lack of same.

Memo of May 5, 1943.

Miscellaneous

Translator

Citizenship required in line (4) when work is a "translation."

Title The title of the work

A title sufficient for identification of the deposit is required.

If the deposit is a part, section or volume of a larger work, the title should so indicate in line (5) of the application.

New Matter When deposit is a revised edition, some statement of new matter should be added after the title in line (5) such as "additions and revisions."

Place of publication Name and address of the publisher obtained from the Imprint should be given in line (6)

Date of publication

Name and address of person to whom certificate is to be sent

Name and address of person or firm sending the fee

A-4

BOOK IN ENGLISH LANGUAGE
FIRST PUBLISHED ABROAD

A4

1 c. rec'd _____
Application
rec'd _____

Fee rec'd \$ _____

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

**APPLICATION FOR AD INTERIM REGISTRATION
BOOK IN ENGLISH LANGUAGE FIRST PUBLISHED ABROAD**

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the **BOOK** named herein, one complete copy of the best edition published on the date stated herein is hereby deposited to secure ad interim copyright according to section 21 of the Act of March 4, 1909, as amended on December 18, 1919. \$2 (statutory fee for registration) is also inclosed. The copyright is claimed by _____

(1) Name of copyright owner Eleanor Graham
(Write full) _____ legal name of copyright owner _____
(2) Address 60 Frith Street
(Street) _____ (City) London, W. 1, England
(State or Country) _____
[Please turn this over]

(3) Name of author or translator Eleanor Graham
(Write name in full) _____
(4) Country of which the author is a citizen* Great Britain
(MUST be stated) _____
(5) If alien author domiciled in the United States, state where _____
(6) Title of book The Making of a Queen (Victoria at
(Inside title-page)
Kensington Palace)
(If published in a periodical, send ONE COPY of the issue and state here the title, volume and number)
(7) Published by Jonathan Cape at London, England
(8) Published abroad on the 15th day of March, 19 40
(State here the day, month, and year when the work was placed on sale, sold, or publicly distributed)
(9) Send certificate of registration to Ann Watkins, Inc.
77 Park Avenue, New York N. Y.
(Street) _____ (City) _____ (State or Country) _____
(10) Name and address of person or firm sending the fee Ann Watkins, Inc.
77 Park Avenue New York N. Y.
(Street) _____ (City) _____ (State or Country) _____
*If the work is a translation, state name and citizenship of the translator, in lieu of that of the author.
(July, 1941—5,000) U. S. GOVERNMENT PRINTING OFFICE [Please turn this over]

**Application - Book in English Language First Published
Abroad seeking Ad Interim Registration**
(For detailed description, see following pages)

EXAMINATION FOR AD INTERIM REGISTRATION

Ad Interim Copyright gives to a book in the English language, first published abroad, protection for four months subsequent to deposit of a foreign copy with request for registration and statement of name and nationality of the author and of the copyright proprietor and date of publication, provided the request is made within 60 days after original publication. To continue the American copyright, the Ad Interim must be manufactured and published in the United States within the four months. The author of an Ad Interim can be of any nationality with which we have copyright relations and also can be a citizen of U. S.

I. REQUIREMENTS TO BE MET IN AD INTERIM REGISTRATION.

1. Book must first be printed and published abroad in the English language.
2. A complete copy must be deposited within 60 days of first publication abroad. Where the last day is Sunday or a legal holiday, receipt upon the following day will be accepted. Such deposits will be considered effective when the material has been deposited in the mails in time normally to reach the Library of Congress with the sixty day period, and the material has been received in the Copyright Office the day following a holiday or half-holiday which terminates such period.
3. An application must be filed giving legal name and nationality of author, name and address of the copyright owner, and date and place of publication abroad. Form A-4.
4. Enemy Alien, "copyright owner" See "Books" - section APPLICATIONS FOR REGISTRATION.
5. Fee of \$2.00.
6. No notice is required on Ad Interim deposits.

II. EXAMINATION PROCEDURE.

1. The application must give all information called for.
2. Date of receipt of copy must be checked with date of publication to determine whether copy has been deposited within 60 days.
3. Ad Interim index file is checked to note whether or not the book has already been sent in by some other agent. This is necessary as often both the English publisher or author and the American agent make application.
4. If all requirements are met, an index card is made for the examiner's file which contains name of the author as on copy, followed by the legal name (if different) and his nationality, title of the book, date of publication and receipt of copy and the name of the claimant. This file is for the purpose of checking American reprints and is kept for our own information as well as to furnish the Department of Labor with these figures.

SAMPLE

Graham, Eleanor & Cl. GB

THE MAKING OF A QUEEN

1c. May 9, 1940. Published March 15, 1940

Ann Watkins

The Effect of the War on Ad Interim Registrations.

The sixty day limit has been extended by Proclamation of the President, (due to the war conditions in England and loss or delay in shipments), for obtaining copyright for works of British nationals. Copyright can now be granted on works first produced or published outside of the United States on or after September 5, 1939.

Exception: This does not extend to citizens of Canada or Australia.

Application should be stamped with the following statement
"Application under Proclamation of March 10, 1944."

Note: These are the conditions under which an extension of time is granted to British nationals for delayed Ad Interim registration:

1. Copyright Owner - British National
Accept.
2. Copyright Owner - NOT a British National BUT
the Publisher or Producer i.e. (printer or
manufacturer IS a British National.
Accept.
3. Copyright Owner IS NOT a British National,
Publisher or Producer IS NOT a British National
BUT the Author is a British National.
DO NOT ACCEPT/

A-5

CONTRIBUTIONS TO NEWSPAPERS

OR

PERIODICALS

CLASS A-5 -- CONTRIBUTIONS TO NEWSPAPERS AND PERIODICALS

Works Included

Articles	Music
Stories	Maps
Cartoons	Drawings
Dramatic Compositions	Prints
All other material published in a newspaper or periodical	

Exceptions:

Commercial prints are registered in class KK whether published separately or in a newspaper or periodical, and such material should be referred to the Print and Label Section for action. This class includes contributions advertising or used in connection with the sale of merchandise, provided such contribution contains pictorial matter (including under the designation "pictorial matter" display type artistically arranged).

Other Exceptions:

Such material as is not in any case subject matter of copyright, i.e., blank forms, works in the public domain, and material that is on its face obscene, subversive, scurilous, indecent, blasphemous, immoral, seditious or libelous.

Requirements for Deposit

Application: Form A-5 (for changes in form see "Classification of Work")
Fee: \$2.00
Copy: One complete copy of newspaper or periodical
(not a tear sheet or clipping)

General Details in Examining the Applications

1. Claimant

Name of claimant in application to agree with name in notice.
Variances: Variances in most cases can be cleared up by filing new application.

Types of Variances

Trade names or Doing Business as

Notice may be in trade name while application gives individual's name. This variance can be cleared up in application by giving some such form as

(see next page)

"John Doe d.b.a. Popular Press" or
"Popular Press, John Doe, Sole owner"

Title of Periodical in Notice

Notice may give title of periodical and the application may give name of owner or publisher. Where the title of a periodical is given in the notice, application should give this form followed by name of owner or publisher, i. e.,

"The Daily Bulletin, Bulletin Publishing Company,
owner" [or publisher]

Incorrect Notice

If the notice is in error in that it does not give the name of the individual or other entity who was the rightful claimant at the time the work was first published, registration is not in order.

Additional information re claimant

See "Copyright Notice - Form"

2. Address

Must be given.

Street address: Street address (as well as town and state must be given in the case of an individual in a large city).

Street address not required for corporation or company.
Address in care of an individual or publisher acceptable.
Two or more claimants - Address of one sufficient.

3. Author

Name of author desired, but not required.

Pseudonym acceptable in application. However, if legal name is known suggest giving both in application in the following form:

"John Brown, pseud. of Timothy Wycynski"

Application must agree with copy if name of author is given on both. Variance can frequently be corrected by "pseud." statement given above.

4. See ALIEN PROPERTY CUSTODIAN PROCEDURE IN the case of ALIEN CLAIMANTS NOT COMINCLED IN THE UNITED STATES

Employer for hire

In the case of works written for hire the usual statement in the author line of the application is in the following form:

"Roe Products Company as employer for hire of John Doe"

In an employer for hire case it is not sufficient to give the name of the employee only as in the statement "John Doe as employee for hire," since the employer is regarded as the author.

Translations

In the case of a translation the application should give the name and citizenship of the translator. (The name of the original author may be added after the title in the title line.)

4. Citizenship

The application should give the name of the country of which the author (or translator in the case of translations) is a citizen at the time the application is filed.

The citizenship must be given in the application.

Aliens

If the author is a citizen of a country with which the United States does not have copyright relations, entry is not in order unless the author is domiciled in the United States.

Enemy Aliens

If an alien author is a citizen of Germany, Japan, Roumania, Italy, Bulgaria or Hungary, the examiner will print with blue pencil, "Enemy Alien - Germany" (for example) on the application for the purpose of filing in Special File for the duration of the war.

Doubtful citizenship - Stateless", etc.

Where the statement of citizenship in the application reads "Stateless," "None", or the like, without giving the name of the country of which the author was last or formerly a citizen, or where there is ground for suspicion that the statement of "statelessness" may be incorrect, a letter should be written inquiring about the matter and requesting a more precise statement as to the nationality or lack of nationality.

On the other hand if the statement of citizenship reads "stateless," "None" or the like, followed by a statement of the country of which the author was last or formerly a citizen, registration may be made without writing.

"First Papers"

This alone (or any similar statement in regard to the initiation of the procedure to become a citizen of the United States) is not sufficient. It is acceptable if accompanied by the name of the country of which the author was last or formerly a citizen.

Variance in statement of citizenship

In the case of authors for whom a number of applications are filed it sometimes happens that different statements of citizenship appear in different applications. In such case write, asking the remitter to obtain definite and correct information.

Employer for hire cases

Application must give citizenship of the translator.

County

Not acceptable in lieu of country in citizenship line of application (except in applications having affidavits, such as A-1, and where same county is referred to in venue.).

Acceptable statements of citizenship

British	Ire
Great Britain	Ireland
United Kingdom	Irish Free State, Now Ire
England	Austria, or Austria (Germany)

(If British Empire is given ask for more specific statement.)

Translations

Application must give the citizenship of employer.

5. Place of Domicile

Required in the case of alien authors domiciled in the United States. If not given, but other information in examiner's hand indicates that the alien author is domiciled in the United States, write.

6. Title

The application should give the title as on the copy. In some cases where there is no formal title there is usually some phrase in large type which stands out and which may be used as the title to identify the work.

7. Date of Publication

The application must give the day, month and year of publication of the particular copy to be registered.

Issue Date - Daily Publications

The issue date and date of publication are usually the same in daily publications although some Sunday newspapers are published on Saturday night. In this one case the date in the application is not questioned. Other variances should be questioned.

Issue Date - Weekly Publications

In material of this kind the date of publication and the date of issue are frequently not the same, for example THE SATURDAY EVENING POST is usually published three days prior to the date of issue printed on the copy. Where the applicant has erroneously given the issue date for the date of publication in the application, the matter must be called to his attention and the correction made in the application. (The more common periodicals the examiner will know. The others can be checked in the Catalog of Copyright Entries on her desk or in the "B" entry files.)

Issue Date - Monthly Publications

Sometimes the applicant gives the issue date consisting only of month and year in the line of the application calling for the date of publication. In such cases the Office must explain the difference between the issue date and the date of publication and ask for the complete date of publication, day, month and year.

Series Material

The applicant sometimes gives the date of publication of the first work in a particular series, rather than the date of the accompanying copy. In such cases it must be explained that a separate entry is in order for each contribution published with notice and each application should give the date of the particular copy then deposited.

8. Name and Address of Person to Whom Certificate Is to be Sent

This line of the application must be filled in.

9. Name and Address of Person or Firm Sending the Fee

Correspondence is not necessary if this line is left blank.

[This section followed by ALIEN PROPERTY CUSTODIAN PROCEDURE
in the case of
ALIEN CLAIMANTS NOT DOMICILED IN THE UNITED STATES]

A5

1 c. rec'd _____

Application
rec'd _____

Fee rec'd \$ _____

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

**APPLICATION FOR REGISTRATION
CONTRIBUTION TO A NEWSPAPER OR PERIODICAL**
REGISTER OF COPYRIGHTS, Washington, D. C.

One complete copy of the newspaper or periodical named herein and published in the United States on the date stated below is herewith deposited to secure copyright registration under the provisions of the Act of March 4, 1909, for the CONTRIBUTION contained therein as described herein. \$2 (statutory fee for registration and certificate) is also inclosed. The copyright is claimed by

(1) Name of copyright owner _____
(Write full legal name of copyright owner)

(2) Address _____
(Street) _____ (City) _____ (State) _____

(3) Name of author or translator _____
(Write name in full) _____ [Please turn this over]

Alien Property Custodian Procedure

in the case of

Alien Claimants Not Domiciled in the United States

The cases dealt with in this section are those in which the copyright owners (or one of several copyright owners) is a citizen of one of the foreign countries in the list below, and is not domiciled in the United States. Note that it is the citizenship of the owner and not that of the author which is primarily involved. Applications on behalf of the copyright owners of the following named countries not domiciled in the United States will be held in the first instance and a letter written requesting the filing of Form APC - 23 with supporting documents:

Austria	Germany	Poland
Belgium	Greece	Portugal
China	Hungary	Rumania
Czechoslovakia	Italy	Spain
Danzig	Japan	Sweden
Denmark	Luxembourg	Switzerland
Finland	Netherlands	Thailand (Siam)
France (including Monaco)	Norway	

Applications on behalf of the copyright owners who are citizens of any of the above countries need not be held if the copyright owners are domiciled in the United States at the time when the application is filed.

Applications from citizens of the following countries may continue to be registered as heretofore unless they are domiciled in one of the countries in the list above. In other words, Form APC - 23 must be filed where the copyright owner is either a citizen or a resident of any of the countries in the above list.

1. Great Britain and the British Dominions generally, except such as are under enemy occupation, e.g., Hong Kong and Singapore.
2. Latin American countries generally
3. Iceland
4. Ireland
5. Palestine

When APC - 23 has been filed in any of the cases in

which it is called SSR, it is to be handled in accordance with the routine indicated in the attached slip (sample below) which will be attached to the form when it comes in and connected with previous correspondence, if any.

APC FORM 23
(after each step, cross off reference item)

- (1) To UB searcher (if necessary)
- (2) L. C. Smith
- (3) To examining Section or Renewal Examiner
(Mrs. Rafter or Miss Bingham)
- (4) To Deposit Section for numbering
- (5) To Index Unit (Mr. Myers)
- (6) To Record Section (Mr. Nesbitt)
- (7) To Miss E. I. Jones
- (8) Form 23 only to L. C. Smith

* If the author and claimant is stateless form APC - 23 is not required.

Example:

Application filed on form A-4 for THEY CAME TO LONDON giving Hungarian national- now stateless by Nazi decree (not cominciled in the United States).

This material was referred to Mr. DeWolf for an "APC" letter, and returned to examiner bearing the statement: "As the author and claimant, Tabori, is stateless form APC - 23 is not required." RCD 8-24-43

Remitter: Macmillan Company August 20, 1943

Copyright Notice - Location

Under the title of the contribution is a good place, but substantially any visible place on the contribution is acceptable.

However, if registration is to apply to only part of the contribution obviously the notice should appear in connection with that part. The notice should not be so placed (as with connecting asterisk for example) as to imply that the title is copyrighted, or a short phrase (slogan) since neither titles nor slogans as such are copyrightable. The Office does not reject because of such a location of the notice (if there is present registrable matter), but should other informalities require correspondence a suitable explanation re titles or slogans is made to the applicant.

In the case of articles or stories continued on another page or pages notice at the end of the article or story is accepted.

Copyright Notice - Form

The form of notice required in Class A-5 is governed by the type of the contribution in each case. For printed literary works, music and dramatic compositions the notice must be in the full form required in Section 18 of the Copyright Act for material of this kind, i.e., the word "Copyright" or abbreviation "Copr.", with the year date of publication and name of the claimant. The shorter forms acceptable for maps, prints and the other "little classes" (sub-sections f to k of Section 5 of the Copyright Act) may be used for material of this kind when published in a newspaper or periodical. See Section 18 of the Copyright Act for the several forms acceptable for this material.

Copyright Notice - Additional Information

Copyright may be claimed by an individual, firm, corporation, or other legal entity, and the notice should give the legal form of such name.

Pseudonyms

While the notice should give the full legal form of the claimant's name, the Office does not refuse to make registration if a pseudonym is given, provided the application gives the legal form.

Example: Notice - "Copyright 1944 by John Henry"
Appln - "John Henry pseud. of George Toplits"

Sole Owner or Doing Business As

See "Examining the Applications"

Title of Periodical in Notice

See "Examining the Applications"

Deceased Claimant

If the person whose name is given in the notice is deceased, information should be obtained as to whether the person was deceased before or after publication.

If before publication, entry is not in order.

If after publication, an application should be filed in the name of the executor(s) or administrator; thus

"John Smith, executor (or administrator) of the Estate of George Brown"

If the person referred to in the notice died approximately simultaneously with publication, proceed as in cases of death after publication (above).

Cestui Qui Trust

In the case of works which have a copyright notice giving the name of the trustee as well as the cestui qui trust, for example a work bearing the following notice:

"Copyright by J. P. Henry, 1940; for S. W. Wyoming Museum"

An application giving both names in the form in which they appear in the notice is preferable. However, an application giving only the name of the trustee, i.e., J. P. Henry is acceptable. The trustee holds the legal title and is the one who would sue in his own name in the event of infringement. An application filed giving only the name of the cestui qui trust, S. W. Wyoming Museum, would be subject to question. If, as the result of correspondence, it was established that the copyright in the work had been assigned subsequent to publication to the S. W. Wyoming Museum, the application would be accepted.

Name of Owner Not Actually a Part of Notice

All three elements making up the notice should appear together as a unit, i.e., "Copyright 1944 by Timothy Wilkins". However, the copy is accepted for registration even when the elements making up the notice are separated; for example, the

name of the claimant at the bottom of the work and the rest of the notice at the top. In such cases if the Office has occasion to write about other matters, the applicant is advised, in the future, to place all three elements of the notice together as a unit.

Year Date of Publication

Should be included as part of the notice for literary, dramatic and musical works. However, notice without year date is accepted even for these works provided the year date appears in the issue date on the same page. In such case write warning letter.

Date in Notice Prior to Date of Publication

If there is some other reason for conducting correspondence advise as to possible loss of part of the copyright term.

Date in Notice Subsequent to Publication

Accept (See Office Memorandum of January 1, 1944)

Typewritten or Pen and Ink Notice

While it is conceivable that a pamphlet or leaflet may actually be published with notice added in this way, it is most improbable that a contribution to a newspaper or periodical would be so published, and of course registration is not in order where publication takes place without the statutory notice.

Initials in Notice

Accepted for any type of contribution provided the name of the claimant is displayed with reasonable prominence on the contribution.

Notice in Foreign Language

The notice must be in English. (An additional notice in a foreign language is of course permissible.)

Wrong Name in Notice

If person or other entity referred to in the notice was not the rightful claimant at the time the work was published, the application must be rejected.

Preparation of Copy

The copy of a newspaper containing a contribution to be registered is folded so that the contribution appears on the top. The date of receipt of the copy (previously stamped on the front of the newspaper by mail section) is stamped by the examiner on the contribution, and the contribution is marked in the corners with blue pencil to make it stand out on the page.

Or, the procedure may be shortened to include only marking the contribution with blue pencil and so attaching the application that its connection with the right contribution will be readily apparent to the clerk in the deposit section who stamps on the entry number.

Classification of A-5 Material

The form A-5 is used for contributions to newspapers and periodicals regardless of the type of material, i.e., text ("books") music dramatic compositions, maps prints, etc. However, the material is recorded in the entry books of the Office according to its appropriate classification, and it is the duty of the examiner to determine the classification and having done this to amend the application accordingly. The designation "A-5" appearing at the top of the application form is amended to read B-5, D-5, E-5, M-5, or whatever designation is suitable to the particular contribution in each case.

Text Matter

Stories, articles, and other general text matter (not including dramatic compositions) are registered as A-5, provided the contribution bears the complete notice required for printed literary works, i.e., the word "Copyright" or abbreviation "Copr." with the year date of publication and the name of the claimant.

Text combined with Pictorial Matter

Registered as A-5 if the contribution bears the long notice given immediately above. If the contribution bears the shorter notice acceptable for prints (for example "© John Brown" or "© JB" if the name is also present) registration can be made as E-5 provided the pictorial matter is sufficient to be regarded as a print. If the pictorial matter is so slight as not to justify a "K" registration the work must be rejected on the grounds of not having a notice adequate for an A-5 entry.

Cartoons

If consisting of text and pictorial matter and bearing the long notice register as A-5. (Examples: SKIPPY, SUPERMAN, THE LONE RANGER, etc.)

If consisting of text and pictorial matter, but bearing only the short notice, register as K-5.

Pictorial Matter without Text

Such as a single picture, whether a cartoon or reproduction of a painting or photograph, register as K-5.

(However, in cases where there is even a little text, and the long notice, the tendency is to register as A-5.)

Maps - F-5

Scientific or Technical Drawings - I-5

Dramatic Compositions - D-5

Music - E-5

Note: It is important for the examiner to make suitable amendment in the application as indicated above, since if the examiner fails to do this the wrong class of entry number will be affixed to the application and copy.

Installments

A separate entry is required for each installment published with notice, or each article in a series of articles, or each cartoon in a series, for example, even where the title is the same for all or the text matter continuous.

Exception: In the case of Ad interim material (where notice is not required) as many installments may be registered on one application and fee as are deposited at one time within the sixty day period. (See Ad interim section of Manual re extension of this period under the President's Proclamation.)

Foreign Contributions

Form A-5 is used only for contributions to newspapers and periodicals published in the United States.

Foreign Contributions in English

Follow Ad interim procedure. For details see Ad interim section of the Manual.

Foreign Contributions in Foreign Languages

Follow the procedure for the appropriate class of foreign works; for example, in the case of text matter use form A-3 and see section of Manual referring to foreign "books".

Series Material

Where the notice and nature of the material are such as to permit of either A-5 or K-5 entry the examiner bears in mind the classification chosen in previous entries of the same series.

Titles:

The remitter sometimes wishes to register the title of a contribution rather than the contents. Titles as such are not copyrightable separate and apart from the works to which they refer and which they serve to identify. Titles are sometimes protectible under the general rules of law relating to unfair competition, but the Copyright Office has nothing to do with such protection.

Title Headings

If the heading contains in addition to the title sufficient pictorial matter to justify registration and bears adequate notice, entry may be made as K-5.

Renewal of Copyright

The first term of copyright is twenty-eight years beginning in the case of a published work on the date of publication with notice. Copyright can be renewed for a second term of twenty-eight years if application is filed during the last year of the first term. For details on the renewal procedure see Copyright Office Circular No. 15.

Specific mention is made here however of the amendatory act of March 15, 1940, which makes it possible for the individual author of a contribution to a periodical to obtain renewal of copyright in the contribution where the periodical as a whole was copyrighted, but there was no separate registration of the contribution.

C-D

LECTURES • SERMONS - ADDRESSES

and

DRAMATIC COMPOSITIONS

C
Fee rec'd. \$1.

Application
rec'd _____

1 c. rec'd _____

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office

**APPLICATION FOR REGISTRATION
LECTURE, SERMON, OR ADDRESS PREPARED FOR ORAL DELIVERY**

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the LECTURE, SERMON, or ADDRESS named herein, ONE complete copy is herewith deposited to secure copyright registration according to the provisions of the Act of March 4, 1909. \$1 (statutory fee for registration and certificate) is also inclosed. The copyright is claimed by

(1) Name of copyright owner _____
(Write full legal name of copyright owner)

(2) Address _____
(Street) _____ (City) _____ (State) _____

(3) Name of author _____
(Write name in full) _____ [Please turn this over]

CLASS 'C'

CLASS C - LECTURES, SERMONS AND ADDRESSES PREPARED FOR ORAL DELIVERY

General Details in Examining the Applications

See this section under CLASS D

Forms

Form C (the only form for this class)

Material Included

The actual text of lectures, sermons, addresses and similar works as prepared for oral delivery.

Material Not Included

Manuscript "book" material

Material can be registered in Class C only if it is actually intended for oral delivery as a lecture, sermon, address or similar work. Text matter not so intended would probably be classified as a "book" and not be registrable until after publication with notice. (See procedure for "books".)

Outlines or summaries

Not only must the material be intended for oral delivery, but the copy should be the complete text of the work as prepared for such use, not an outline or summary, or notes on which a lecture, sermon or address might be based.

Charts or other pictorial matter

Lectures are sometimes accompanied by copies of illustrative pictorial matter and if the Office has to write about any other informality it should be pointed out that copyright in the lecture does not extend protection to the charts, etc. However, if there is no other reason for conducting correspondence the copy as submitted is in general passed with the application.

See also Non-registrable Text Attached to Radio Script in Section pertaining to radio material

Published Lecture Material

Register as a "book". (Registration of a lecture in manuscript form does not remove the necessity for an additional registration as a "book" (Class A) following publication with notice. See procedure for "books".)

RADIO MATERIAL

(NOTE: The present copyright law does not specifically provide for radio material, but it is in proper cases, registrable under other classifications as noted below:)

Radio Material in Dramatic Form

Registrable in Class D - For general procedure see Class D

Radio Material Not in Dramatic Form

If it constitutes text prepared for oral delivery, it is registrable on form C. For general procedure see Class C.

Borderline Material (C or D-2)

If a work is on the borderline between Class C and Class D, the application form chosen by the remitter is usually accepted.

Registrable Material

The actual text of a script as prepared for broadcast is registrable in manuscript form, either in Class D-2* or Class C

Radio Material Not Registrable

An idea or plan for a radio program
Manuscript text describing a radio program, but not constituting the actual text of a program as prepared for broadcast

A mere outline or summary of a radio script in manuscript form

Non-registrable Text Attached to Radio Script

It sometimes happens that the deposit copy of a radio script contains additional text that is not registrable in manuscript form, such as a description of the general idea or plan of the program, lists of programs in the series, synopses of other scripts, etc. If there is not too much such text and there is no other reason for writing, the application is passed without question. If there is some other reason for correspondence, explain what portion of the copy the registration covers (i.e., the actual text of one script) and why. If there is a great deal of non-registrable text attached to the script, suggest separating it from the script itself before the copy is passed for entry.

* In some few cases radio scripts in dramatic form are said to have been published, and bearing notice, are registered as published dramatic compositions on form D-1.

Copies

The copy in each case should be the complete text of the script as prepared for broadcast.

Borderline cases

Considerable discretion must be used in determining what its complete end in borderline cases each must be considered on its own merits.

Announcements

In general the Office does not accept as a "complete" copy, a copy consisting only of an announcement which is obviously merely a part of a complete script. In some (rare) cases an announcement is accepted. Here also each case must be decided largely on its own merits at the discretion of the examiner.

Series Material

A separate application and fee are in order for each script even when several scripts are broadcast under the same title, show continuation of plot, etc. In the case of series material (using the same series title) each application and corresponding copy should give a differentiating script number, broadcast date, or sub-title. (The AMOS 'N ANDY scripts are a well known example of series material.)

CLASS 'D'

CLASS D - DRAMATIC COMPOSITIONS

General Details in Examining the Applications

1. Claimant

Name of claimant in application to agree with name in notice.

Procedure where there is a variance

Unpublished material

Variance can be corrected either by filing new application or new title page

Published material

Application in error - file new application

Notice in error - If the name of the individual or entity who was the rightful owner when the work was first published, entry is not in order.

Types of Variances

Trade names or Doing business as

Notice may be in trade name while application gives individual's name. This variance can be cleared up in application by giving some such form as

"John Doe d. b. a. Popular Press" or

"Popular Press, John Doe sole owner"

Title of Periodical in which Drama Is Published

Notice may give title of periodical and the application may give name of owner or publisher. Where title of periodical is given in notice, application should give this form followed by name of owner or publisher, i.e.,

"The Daily Bulletin, Bulletin Publishing Company, owner" (or publisher)

20 * Address

Must be given.

* See also Alien Property Custodian Procedure in the case of Alien Claimants not domiciled in the United States.

Street address must be given in the case of an individual in a large city.

Street address not required for corporation or company
Address in care of an individual or publisher acceptable
Two or more claimants - Address of one sufficient

3. Author

Name of author desired, but not required.

Pseudonym acceptable in application - However, if legal name is known suggest giving both in application in following form:

"John Brown, pseud. of Timothy Smith"

Application must agree with copy if name of author is given on both. Variance can frequently be corrected by "pseud."

Employer for hire

In the case of works written for hire the usual statement in the author line of the application is in the following form:

"Roe Products Company as employer for hire of John Doe."

In an employer for hire case it is not sufficient to give the employee only, as "John Doe as employee for hire", since the employer is regarded as the author.

Translations

In the case of a translation the application should give the name and citizenship of the translator. The name of the original author may be added after the title in the title line. (In the case of unpublished dramatic compositions - D-2, if the original version has not been registered or published, the name and citizenship of the original author may be given in lines 3 and 4 of the application as well as the name and citizenship of the translator.)

4. Citizenship

The application should give the name of the country of which the author (or translator in the case of translations) is a citizen at the time the application is filed.

Aliens

If a claimant is a citizen of a country with which the United States does not have copyright relations, entry is not in order unless the author is domiciled in the United States.

Enemy Aliens

If an alien author is a citizen of Germany, Japan, Roumania, Italy, Bulgaria or Hungary, the examiner will print with blue pencil, "Enemy Alien - Germany" (for example) on the application for the purpose of filing in Special File for the duration of the war.

Doubtful citizenship - "Stateless", etc.

Where the statement of citizenship in the application reads "Stateless", "None", or the like, without giving the name of the country of which the author was last or formerly a citizen, or where there is ground for suspicion that the statement of "statelessness" may be incorrect, a letter should be written inquiring about the matter and requesting a more precise statement as to the nationality or lack of nationality.

On the other hand if the statement of citizenship reads "Stateless," "None" or the like followed by a statement of the country of which the author was last or formerly a citizen, registration may be made without writing.

"First Papers"

This alone is not sufficient. Acceptable if accompanied by the name of the country of which the author was formerly a citizen.

Variance in statement of citizenship

In the case of authors for whom a number of applications are filed it sometimes happens that different statements of citizenship appear in different applications. In such case write, asking the remitter to obtain definite and correct information.

Employer for hire cases

Application must give citizenship of employer.

Translations

Application should give citizenship of translator.

County

Not acceptable in lieu of country in citizenship line
(except in applications having affidavits (such as A-1) and
where same county is referred to in venue.)

Acceptable statements

British
Great Britain
United Kingdom
England
Eire
Ireland
Irish Free State, now Eire
Austria, or Austria (Germany)

(If British Empire is given ask for more specific statement).

5. Place of Domicile

Required in the case of alien authors domiciled in the United States. If not given, but other information in examiner's hand indicates that the alien author is domiciled in the United States write.

(If application is of the type which fails to provide space for this information, the application form should be amended.)

6. Title

Published works

Application should give the title as on copy

Unpublished works

Variance in title between the application and copy must be cleared up. This may be done either by filing a new application or a new title page.

Series material (such as radio serials)

If the same title is used for a number of different works both application and copy in each case should give in addition to the series title a differentiating sub-title, script number, or broadcast date.

Statement of new matter

Unusual statement - "Additions", "Revisions", or "Additions and Revisions"

Other statements - Any brief statement indicating the new matter with reasonable accuracy is acceptable.

Location of the statement of new matter - Must be in the application form itself, not on a "rider" or elsewhere. In the D-2 application the Office makes typewritten amendments, adding in the second line of the title space "Copyright is claimed in", after which typed statement the applicant is supposed to insert his statement of the new matter. The other "D" forms are not amended by the Office, and the applicant adds his statement of new matter after the title.

Grounds for a new registration of the same work

In the case of an unpublished dramatic composition, additions and/or revisions in the text.

In the case of a published dramatic composition, additions and/or revisions in the text of the play, or additional text such as notes, etc.

NOTE: If a dramatic composition is registered first in manuscript form, an additional registration is in order following publication with notice regardless of whether or not there is any "new matter".

Not a basis for a new registration

Mere change in title

Deletions

Mere combining of two or three previously published works

"Arrangement" - Question what is meant by this if used in connection with a dramatic composition.

If the statement of new matter refers to any of the above, but also includes reference to what is actually a basis for a new registration, accept without writing.

7. Date of Publication

Application (in the case of published works) must give day, month and year of publication.

8. Name and Address of Person to Whom Certificate Is to be Sent

To be filled in by applicant

9. Name and Address of Person or Firm Sending the Fee

Do not write if left blank

10. Variance Between Description of Copy and Actual Copy

If the copy deposited consists of libretto only, but is described either on copy or in application as a "musical comedy", the phrase "text only" (or "libretto only") should be added to the copy and/or the application (after the title in the application). If there are other informalities requiring correspondence, this variance is called to the attention of the applicant and he is asked to make the amendment. If there are no other informalities requiring correspondence, the Office annotates the application and/or copy.

[This section is followed by THE FORMS and the PROCEDURE for their use.]

The Forms and Procedure for Their Use (Class D)

1. Form D-2 - Unpublished dramatic compositions

Works included (United States and foreign)

Stage plays
Radio scripts
Motion picture scripts
Ballets
Pantomimes
Any other work actually in dramatic form

NOTE: Pantomimes and ballets to be registrable on form D-2 must represent the dramatic composition in its completed dramatic form, and not be simply a description of the thing or the story of the thing, which would be a "book". Just where the line is to be drawn must depend of the judgment and experience of the examiner.

Works not included

Material in story or narrative form
Outlines or summaries of dramatic compositions

Requirements for copies

Must be in dramatic form
Must be complete
Number required: one copy

Fee required

\$1.00

Translations

Regarded as separate works, subject to separate registrations. Application should give in lines 3 and 4 the name and citizenship of the translator, with the name of the original author after the title in line 7. However, if the original version has not been registered (or published) an application giving in lines 3 and 4 the name and citizenship of the original author in addition to the name and citizenship of the translator is acceptable.

Form D-2 Amended

For unpublished revised versions of previously registered dramatic compositions.

Works included

See procedure for D-2

Works not included

See procedure for D-2

Requirements for copies

One complete copy of revised version (not just the new matter)

Number required: One copy

Fee required

\$1.00

Statement of New Matter

See discussion of this under Title - 6 of General Details in Examining the Applications

NOTE: If a copy suitable for D-2 amended entry comes in with the regular D-2 form, but showing a statement in the title line indicating that copyright is claimed in revision (or new matter) the Office does not require applicant to file a new application on the regular D-2 amended form.

<p style="text-align: right;">D2</p> <hr/> <hr/> <hr/> <p style="text-align: center;">Fee rec'd \$</p>	<p>1 c. rec'd _____ Application rec'd _____ _____</p>
<p>IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.</p> <p style="text-align: center;">APPLICATION FOR REGISTRATION DRAMATIC COMPOSITION NOT REPRODUCED FOR SALE</p> <p>REGISTER OF COPYRIGHTS, Washington, D. C.</p> <p><i>Of the DRAMATIC COMPOSITION named herein, not reproduced in copies for sale, ONE complete copy is herewith deposited to secure copyright registration according to the provisions of the Act of March 4, 1909. \$1 (statutory fee for registration and certificate) is also inclosed. The copyright is claimed by</i></p> <p>(1) Name of copyright owner _____ (Write full) _____ legal name of copyright owner _____</p> <p>(2) Address _____ (Street) _____ (City) _____ (State) _____ [Please turn this over]</p>	

D4

Application
rec'd _____

I.C. rec'd _____

\$1 Fee rec'd.

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

**APPLICATION FOR REGISTRATION
UNPUBLISHED DRAMATICO-MUSICAL COMPOSITION**

REGISTER OF COPYRIGHTS, Washington, D. C.

*Of the DRAMATICO-MUSICAL COMPOSITION named herein, not reproduced in copies for sale,
ONE complete copy is herewith deposited to secure copyright registration according to the provisions of
the Act of March 4, 1909. \$1 (statutory fee for registration and certificate) is also inclosed. The
copyright is claimed by*

(1) Name of copyright owner _____
(Write full) _____ legal name of copyright owner _____
(2) Address _____
(Street) _____ (City) _____ (State) _____
[Please turn this over]

FORM D-4

UNPUBLISHED DRAMATICO-MUSICAL COMPOSITIONS

3. Form D-4

For unpublished dramatico-musical compositions

Requirements

Fee: \$1.00

Application: for D-4

Copy: One copy of complete libretto and musical score

Variations

Libretto only - use form E-2

Score only - use form E-2

Libretto with several songs, but not complete score

Suggest D-2 for libretto and separate E-2 entry for each song

Dramatic composition with incidental music

Use D-2 and add phrase underscored after title

(If music is in public domain need not be mentioned)

D-4 entry where only libretto or score is new

The Office of its own initiative does not suggest D-4 where only libretto or score is new, but there have been cases where the applicant was particularly desirous of having a D-4 entry despite the fact that score or libretto was not new. The Office permitted such entry on deposit of complete copy (score and libretto) and D-4 application giving limiting statement after title.

D1

2 c. rec'd
Application
rec'd

Fee rec'd \$

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

APPLICATION FOR REGISTRATION PUBLISHED DRAMATIC COMPOSITION

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the DRAMATIC COMPOSITION named herein, TWO complete copies of the best edition published in the United States on the date stated herein are herewith deposited to secure copyright registration according to the provisions of the Act of March 4, 1909. \$2 (statutory fee for registration and certificate) is also inclosed. The copyright is claimed by

(1) Name of copyright owner. _____
(Write full legal name of copyright owner)

(2) Address _____
(Street) _____ (City) _____ (State) _____

(3) Name of author or translator _____
(Write name in full) _____ [Please turn this over]

FORM D-1

PUBLISHED DRAMATIC COMPOSITIONS

4. Form D-1

Material included

Published collections of dramatic compositions

Separately published dramatic compositions

Published translations of dramatic compositions

Dramatic compositions with additional (non-dramatic) text

(Where there is considerable additional non-dramatic text and the work is on the borderline between classes A and D, the Office accepts the applicant's choice. If the applicant has not chosen an application and the choice is up to the Office, D-1 is generally suggested by the Office (in view of the performing rights) if there is new dramatic authorship on which to base such a choice.)

Requirements for Deposit

Fee: \$2.00

Copies: two of best edition published

Application: form D-1

Notice: all published copies should bear notice in the statutory form

Location of notice

Title page or page immediately following

Form of notice

The notice should consist of the work "Copyright" or abbreviation "Copr." with the year date and name of the claimant. The date should be the year date of publication for material not previously registered. For material previously registered in unpublished form, the notice may properly give the date when copyright was obtained for the unpublished work. The notice sometimes gives this date and the date of publication, and when tow dates appear in the notice the Examiner makes a search for probable previous entry in unpublished form and if such entry is found writes (in small pencil figures) the entry number after the date on the copies. If a previous entry is not found the applicant is asked to explain the use of the two dates.

Additional information re notice

See Copyright Notice - Form at end of Drama Section

D1 (FOR.)

Application
rec'd _____

1 c. rec'd _____

\$2.00 Fee rec'd.

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

APPLICATION FOR REGISTRATION OF DRAMATIC COMPOSITION PUBLISHED ABROAD WITH NOTICE OF UNITED STATES COPYRIGHT

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the DRAMATIC COMPOSITION named herein, ONE copy of the best edition published with the required notice (see below*) is deposited to secure registration of the claim of copyright according to the provisions of the Act of March 4, 1909, as amended by the Act of March 28, 1914. The statutory fee of \$2 is also inclosed. The copyright is claimed by

(1) Name of copyright owner _____
(Write full legal name of copyright owner)

(2) Address _____
(Street) _____ (City) _____ (Country) _____

(3) Name of author or translator _____
* The notice should contain the word "Copyright" _____ followed by year date of publication and name of
copyright owner, and be printed on the title page or verso thereof. [Please turn this over]

FORM D-1 FOREIGN

FOREIGN PUBLISHED DRAMATIC COMPOSITIONS

5. Form D-1 Foreign - Foreign Published Dramatic Composition

Requirements for Deposit

Fee: \$2.00

Application: Form D-1 foreign

**Copy: One copy as published (unless author is a citizen
of the United States, in which case two copies are required)**

Notice

Form - See Class D-1 above

Location - See Class D-1 above

**(NOTE: If the notice has been omitted from the copy of a
foreign dramatic composition in English, it may be suggested
that rather than lose registration entirely Ad Interim entry
may be made. See procedure for Ad interim entries)**

D3

2 c. rec'd _____
 Application
rec'd _____

Fee rec'd \$

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

APPLICATION FOR REGISTRATION DRAMATICO-MUSICAL COMPOSITION PUBLISHED IN THE U. S.

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the DRAMATICO-MUSICAL COMPOSITION named herein, TWO complete copies of the best edition published in the United States on the date stated herein are herewith deposited to secure copyright registration according to the provisions of the Act of March 4, 1909. \$2 (statutory fee for registration and certificate) is also inclosed. The copyright is claimed by

(1) Name of copyright owner _____
 (Write full legal name of copyright owner)

(2) Address _____
 (Street) _____ (City) _____ (State) _____

(3) Name of author of words _____
 (Write name in full) _____ [Please turn this over]

FORM D-3 - PUBLISHED DRAMATICO-MUSICAL COMPOSITIONS

D3

1 c. rec'd _____
 Application
rec'd _____

Fee rec'd \$

IMPORTANT. Applicant must not write in the blank lines above; to do so will cause delay in Copyright Office.

APPLICATION FOR REGISTRATION OF DRAMATICO-MUSICAL COMPOSITION PUBLISHED ABROAD WITH NOTICE OF UNITED STATES COPYRIGHT

REGISTER OF COPYRIGHTS, Washington, D. C.

Of the DRAMATICO-MUSICAL COMPOSITION named herein, ONE copy of the best edition published with the required notice (see below) is deposited to secure registration of the claim of copyright according to the provisions of the Act of March 4, 1909, as amended by the Act of March 28, 1914. The statutory fee of \$2 is also inclosed. The copyright is claimed by*

(1) Name and address of
 copyright owner _____
 (Write full legal name of copyright owner)

 (Street) _____ (City) _____ (Country) _____

(2) Name of composer of music _____
 * The notice should contain the word "Copyright"
 copyright owner, and be printed on the title page or
 followed by year date of publication and name of
 verso thereof. _____ [Please turn this over]

FORM D-3 FOREIGN - FOREIGN PUBLISHED DRAMATICO-MUSICAL COMPOSITIONS

6. Form D-3 - Published Dramatico-musical Composition

Requirements for Deposit

Fee: \$2.00

Application: Form D-3

Copies: Two complete copies of best edition published,
libretto and musical score

Form of notice

See D-1 above

Location of notice

Title page or page immediately following for libretto
Title page or first page of music for score

7. Form D-3 Foreign - Published Foreign Dramatico-musical Compositions

Requirements for Deposit

Fee: \$2.00

Application: Form D-3 foreign

Copy: One complete published copy of libretto and
musical score (unless the author is a citizen of the United
States, in which case two copies are required)

Form of Notice

See D-1 above

Location of Notice

See D-3 above

Material Not Registrable

(Even though in dramatic form)

works in the Public Domain

No copyright shall subsist in the original text of any work which is in the public domain, or in any work which was published in this country prior to July 1, 1909, and has not already been copyrighted in the United States.

This of course does not include translations or other new versions of works in the public domain which may be properly registered. Copyright can be obtained both for a new version of the play itself and for explanatory notes, or other non-dramatic text added to the dramatic work.

Obscene Works

Works found on their face to be obscene, subversive, scurulous, indecent, blasphemous, immoral, seditious or libelous are rejected.

Alien Property Custodian Procedure

in the case of

Alien Claimants Not Domiciled in the United States

The cases dealt with in this section are those in which the copyright owners (or one of several copyright owners) is a citizen of one of the foreign countries in the list below, and is not domiciled in the United States. Note that it is the citizenship of the owner and not that of the author which is primarily involved. Applications on behalf of the copyright owners of the following named countries not domiciled in the United States will be held in the first instance and a letter written requesting the filing of Form APC - 23 with supporting documents:

Austria	Germany	Poland
Belgium	Greece	Portugal
China	Hungary	Rumania
Czechoslovakia	Italy	Spain
Danzig	Japan	Sweden
D	Luxembourg	Switzerland
Denmark	Netherlands	Thailand (Siam)
Finland	Norway	
France	(including Monaco)	

Applications on behalf of the copyright owners who are citizens of any of the above countries need not be held if the copyright owners are domiciled in the United States at the time when the application is filed.

Applications from citizens of the following countries may continue to be registered as heretofore unless they are domiciled in one of the countries in the list above. In other words, Form APC - 23 must be filed where the copyright owner is either a citizen of or a resident of any of the countries in the above list.

1. Great Britain and the British Dominions generally, except such as are under enemy occupation, e.g., HongKong and Singapore.
2. Latin American countries generally
3. Iceland
4. Ireland
5. Palestine

When APC Form -23 has been filed in any of the cases in

(continued on next page)

which it is called for, it is to be handled in accordance with the routine indicated in the attached slip (sample below) which will be attached to the form when it comes in and connected with previous correspondence, if any.

* If the author and claimant is stateless form APC - 23 is not required.

Example:

Application filed on form A-4 for THEY CAME TO LONDON giving Hungarian national - now stateless by Nazi decree (not domiciled in the United States).

This material was referred to Mr. DeWolf for an "APC" letter, and returned to examiner bearing the statement: "As the author and claimant, Tabori, is stateless for APC -23 is not required." RCD 8-24-43

Remitter: Macmillan Company August 20, 1943

APC FORM - 23

Copyright Notice - Form

The following provisions apply to published works since the notice is not required on unpublished copies. (In some cases the applicant elects to use a notice on manuscript copies. If a notice is used on manuscript copies it should of course be correct. If there is a variance in the case of a manuscript work it can be corrected either by filing a new application or a new title page bearing correct notice.)

The notice for published dramatic compositions should consist of the work "Copyright" or abbreviation "Copr." with the year date and the name of the claimant. In the case of a published dramatic composition not previously registered in manuscript form the notice on the published copies may give the date when copyright was secured for the manuscript work the year date of publication, or both.

Who May Claim Copyright

Copyright may be claimed by an individual, firm, corporation, or other legal entity.

Name of Claimant

The notice should give the full legal form of the claimant's name (a living person) or his trade name, if there is one in general use, or the name of the firm or corporation, or other legal entity claiming copyright.

Pseudonyms

While the notice should give the full legal form of the claimant's name, the Office does not refuse to make registration if a pseudonym is given, provided the application gives the legal form.

Example: Notice - "Copyright 1944 by John Henry"
Appln. - "John Henry pseud. of George White"

Sole Owner or Doing Business As

See Details in Examining Application

Title of Periodical in Notice

For Details see Examining Application

Deceased Claimant

If the person whose name is given in the notice is deceased, information should be obtained as to whether the person was deceased before or after publication.

If before publication entry is not in order.

If after publication, an application should be filed in the name of the executor(s) or administrator; thus

"John Smith, executor (or administrator) of the Estate of George Brown"

If the person referred to in the notice died approximately simultaneously with publication, proceed as in cases of death after publication(above).

Cestui Qui Trust

In the case of works which have a copyright notice giving the name of the trustee as well as the cestui qui trust, for example a work bearing the following notice:

"Copyright by J. P. Henry, 1940; for S. W. Wyoming Museum"

An application giving both names in the form in which they appear in the notice is preferable. However, an application giving only the name of the trustee, i.e., J. P. Henry is acceptable. The trustee holds the legal title and is the one who would sue in his own name in the event of infringement. An application filed giving only the name of the cestui qui trust, S. W. Wyoming Museum, would be subject to question. If, as the result of correspondence, it was established that the copyright in the work had been assigned subsequent to publication to the S. W. Wyoming Museum, the application would be accepted.

Word "Author(s)" in Notice

When a notice is given on the copies as "Copyright 1944 by the Authors," it will be accepted, providing the names of the authors appear on the same page or on the title-page.

Several Names on Page with Notice

If the name of the copyright owner appears on the page with the notice, even though there may be other names appearing

on the same page, notice will be accepted.

Example:

"Written by James F. Mullahy, Orlando, Florida
Publishers, James F. Mullahy, and R. J. Holly, Orlando,
Florida

Printed by the Brewton Company, Orlando, Florida
Copyright 1944, All Rights Reserved"

Application gave copyright owner as James F. Mullahy

Name of Owner Not Actually a Part of Notice

Copies are accepted for entry where name of claimant appears on same page as rest of notice, but not actually a part thereof.

Year Date

If the year date does not appear in the notice, but is given elsewhere on the same page, as a date of issue, such notice is acceptable.

Month, day and year

Only the year date required in notice (See second paragraph in this section). Application for a published work must give day, month and year of first publication.

Date in Notice Prior to Publication

In the case of works not registrable in unpublished form the Office advises applicant as to the possible loss of part of the copyright term if there is any other reason for writing. In the case of works registrable in manuscript form (such as dramas) the earlier date may refer to previous registration of the manuscript work.

Date in Notice Subsequent to Publication (Advanced date)

Accept (See Office Memorandum of January 1, 1944)

Republished Material

If a work is republished with new matter it is customary to include in the notice both dates of publication. However, the work is accepted with only one (either), the effect of giving only the earlier date, however, being as explained above. (See Date in Notice Prior to Publication.)